



Induction Pack

St. Joseph's CBS, Fairview



Welcome

Welcome to St. Joseph's CBS, a school founded in 1888 by the Edmund Rice Schools Trust. We hope that you will feel supported as a part of a team by all in our school community.

The information contained in this booklet is designed to guide as you settle in and to help you to get to know our staff and the procedures that are in place to ensure that teaching and learning is of the highest quality. The following information is important to all Teachers, SNA's and School Staff. The Board of Management requires all staff to be familiar with our school's Policies and Procedures. This book outlines school guidelines and refers to a number of important School Policies.

Characteristic Spirit

The characteristic spirit of our school is based on the vision and values of the ERST charter. The five characteristics of an Edmund Rice school underpin the operation of St. Joseph's CBS, namely;

- Nurturing Faith, Christian spirituality and Gospel-based values
- Promoting partnership
- Excellence in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership

St. Joseph's Mission Statement

The main objective in St. Joseph's is to promote an excellent all round education with particular emphasis on the academic, social and moral development of its students. As an Edmund Rice school the Catholic ethos permeates the work of the school.

School Information

School Name:	St. Joseph's CBS	
School Address:	Merville Ave. Fairview, Dublin 3.	
School Roll Number:	60390F	
School Phone Number:	01 8339779	
School Email:	info@stjosephsfairview.ie	
School Website:	www.stjosephsfairview.ie	
Principal:	Sean Stack	
Deputy Principal:	Alexandra Duane	
Secretary:	Suzanne Strong	
Caretaker:	Frank Cullen	
Guidance Counsellor (Senior):	Mairead Martin	
Guidance Counsellor (Junior):	Helen Flynn	
SEN Co-ordinator (ASD):	Miriam McNulty	
SEN Co-ordinator:	Mairead Martin	
PTECH Co-ordinator:	Ciara Dowling	
Programme Co-ordinator:	Helen Flynn	
Chairperson B.O.M:	James Rogan	
Lead Worker Representatives:	Helen Fenton and Malcom Lawlor	
<u>Child Protection:</u>	Designated Liaison Person (DLP):	Sean Stack
	Deputy DLP:	Alexandra Duane

Day - to - Day

Daily Schedule	Time	Arrangements
Arrival of Pupils	8.15-8.45 am	Breakfast club (students are not permitted to congregate in the building unless going to breakfast club)
Tutorial	8.45-8.50 am	Roll call in tutorial room
School starts	8.50 am	Class begins
Morning Break (Senior)	10.30 - 10.40 am	Senior Teachers' Break Senior Student Supervision Rota (S&S) All students go outside to yard or to the toilets.
Morning Break (Junior)	10.50 - 11.00 am	Junior Teachers' Break Junior Student Supervision Rota (S&S) All students go outside to yard or to the toilets.
Lunch Break	1.00 - 1.30 am	Student Lunchroom (Room 2, 15, 23, 24) Teacher & SNA Supervision Rota Yard Supervision (Deputy Principal)
Day ends	3.30 pm Mon, Tues, Wed & Thurs 1.00 pm Fri	Homework club Supervised Study

Year Heads & Tutors - 2020/2021

Year	Year Head	Class	Tutor	SNA's
1st Year		1A	Aidan Brennan	Karen Fox Shauna O'Callaghan
		1B	Niamh Costello	
2nd Year	Orlagh McDonnell	2A	Ciara McTague	Sue Minogue Margaret Laura Powell
		2B	Ciara Dowling	
3rd Year	Caoimhe O'Donnell (mat leave)	3A	Helen Fenton	Eimear Regan Sandra O'Leary/ Paula Doyle
		3B	Colleen Byrne	
		3C	Sinead Costello	
TY	Fiona Barry	TYA	Sinead Trainor	Claire Davis Jenny Barror /Ann Glennon
		TYB	Rob O'Hanrahan	
		TYC	Helen Flynn	
5th Year	Mick Kelly	5A	Malcom Lawlor	Ailbhe Crowley
		5B	Allison Leetch	
		5C	Trish McGorman	
		LCA1	Alexandra Duane	Lisa Byrne Niamh Ryan
6th Year	Don Sheahan	6A	Niamh Ryan	Lorna Devine Paula Darcy
		6B	Ciara Mc Donnell	

*All members of staff must be Garda Vetted and should request a copy of the Child Safeguarding Statement from the office on the commencement of their work or placement.

Prefects

The four 6th years elected to be prefects in 2020/2021 were:

- Peter Mc Dermott
- Evan White
- Kevin Whelan
- Kevin Trefas

School Calendar

The academic calendar is attached and is also available to view in the staffroom. There is a revised (student) version in the students journal.

COVID Response Plan

The school COVID Response Plan can be found pinned to the notice board in the staffroom.

Extracurricular Activities

There are many different activities available to our students as a result of the generosity and enthusiasm of staff. Currently; football, hurling and basketball are available for every age group. We also offer tennis, table tennis and rock-climbing, all of which contribute enormously to our school life.

Outside of sport, we have the breakfast club, cycle against suicide committee, student council and many students involved in co-curricular clubs. The Zambian Immersion Project and the school tours abroad offer our students and teachers alike a remarkable experience which has the potential to have a profound influence on their lives.

Some activities continue throughout the year and some emerge for a season/term/number of weeks. We are grateful for all of them as they add immeasurably to the education of our students and their experience of school life. When students are asked of their abiding memory of their time with us, it is often of the time spent getting to know their peers and their teachers through these activities. They also express a deep gratitude for the time and effort given voluntarily by their teachers.

Should you wish to become involved in any of the activities we currently offer or choose to bring something new to the pot, we would be delighted to have you on board.

In the event that you want to arrange an activity when substitution is required, check the available dates with Alexandra. For Health and Safety reasons, two teachers must accompany a team. Obviously, there is a maximum number that can be covered on any given day but Alexandra can advise. There is also a calendar in the staffroom and one in Alexandra's office which can usually let you know available dates at a glance.

School Tours

Junior Years usually go on a school tour in May. These tours are usually organised by the year head. Teachers responsible for school tours, educational visits, field trips and nature walks continue to be loco parentis. It is well recognised that supervision is more difficult in these circumstances. While accidents may occur during the best organised and supervised tours, careful planning and reasonable supervision is essential so as to avoid foreseeable injury to pupils.

- Any medication (inhalers, epi pens etc.) must be brought on the tour. A first aid kit will be brought by the class teacher.
- The responsibility of the school and the teacher in charge will extend throughout the whole course of the school tour and may extend beyond normal school time.
- Newly qualified teachers and substitute teachers should be accompanied by an experienced member of staff on all outings.

Teachers should ensure parents are given sufficient notice of

- itinerary and timetable
- cost
- special clothing if necessary

Behaviour Management

The teacher is responsible for managing the learning environment in the classroom. This includes the planning and delivery of the lesson, establishing ground rules around behaviour and determining a seating plan. All students should enter the classroom in a respectful manner. Students must take their jackets off, place their books and journals on the desk and their bag on the grounds. Students stand beside their desk until the roll is called. Students are not allowed to wear a jacket during class time.

In the event that a student impedes the teaching and learning of a class, teachers are advised to consult the 'Ladder of Referral' document attached for guidelines on implementing the correct measures when misbehaviour occurs. In the event that a student needs to be removed from a classroom, please contact the Deputy Principal to collect said student. Using VsWare effectively to note and monitor incidents of misbehaviour is the greatest support we can offer each other as colleagues and is an invaluable means of confronting unacceptable behaviour with a view to establishing a positive way forward. If an incident is serious enough it allows you to notify either Year Heads or Management by clicking 'Actions Taken' and 'Assign to'. Parents can see the big picture when they are faced with records from different teachers, often citing the same behaviour. For this reason also please keep incident reporting factual, brief and free from opinion or embellishment. It is no harm to notify a Year Head of the behaviour via email if you don't feel the need to put it on VSWare. We here in St Joseph's want to foster a collegial environment, where all staff feel supported so please share with your colleagues any challenges you may have.

Homework

In St. Joseph's we believe that regular homework is a valuable aspect of the learning process and contributes to the development of sound study habits. It promotes independent study, ownership of one's work and contributes to raising achievement. Homework should be posted in the Google Classroom by each class teacher every day. This is not intended to replace the student journal but is to facilitate students who may be absent so that they may continue school work while at home. Every student is still advised to record their homework in the school journal each day. Homework should be based on the topics being covered in class.

School Reports

School reports are filled in for all year groups after Christmas and Summer exams. The date for completion of reports is usually two to three weeks after the completion of the final exam. Reports are filled in for 3rd and 6th Year students after the Mock Exams. All reports are filled in on VsWare. There is the option to choose from a template or type your own comments.

Procedures for Staff

In the case of staff illness: In the event that you are unable to come to school, contact Alexandra as soon as possible at 087 7757387 or ring the office 01-8339779.

If Alexandra/office is unavailable contact Sean at 086 1568087.

In the event that you will be late, contact Alexandra or Sean as above.

If a teacher requires an uncertified personal day they may ask other teachers to cover their classes that day. This arrangement must be shared with the Deputy Principal in advance.

Accidents

Minor Injury	Teacher to administer basic first aid. First aid kit located in Suzanne's office. Report in log book.
Serious Injury	People to call for help: Principal/Deputy Principal/School Office
Reporting & Recording	Incident Report to be filed in log book and notify to Principal/Deputy Principal

VSWare	VSWare is our online pupil database. This contains personal information, attendance records, test results etc. Each teacher has their own login details. Due to data protection your account should never be left logged in and your user details should never be saved on classroom desktops.
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Roll Call/ Attendance	It is vital that every teacher records the attendance for every class on VSWare . The accuracy of this cannot be overstated as parents will receive a text message both in the morning and in the afternoon if their son is absent from school. This will also be hugely important in the event of contact tracing.
Punctuality	If a student arrives late to class after roll call, please update VSWare accordingly marking the student as 'Late' (ltam for morning or ltpm for afternoon classes).
Roll Call/ Trip Away	If you are taking a group on a trip it is necessary to take a roll call on VSWare prior to leaving the school. If this involves a team, with students from several different groups, a hard copy of students attending must be given to Suzanne and she will input the information on vsware.
Pupil is ill	If a student becomes unwell in the course of the day, they must be escorted by the Deputy Principal or Principal to the isolation room. Isolation rooms are outside rooms 23 and 24.
Fire Drill	In the event of a fire drill, the teacher must accompany their class to the assembly point on Marino green. Students must leave bags in the classroom and exit the school calmly. A map indicating which exit to use is displayed on the classroom door. When outside, have the class line up in an orderly manner and take a roll. A member of staff will ask you if anyone is missing from your group.

Chromebooks

There are 4 sets of chromebooks in the school and these must be booked in advance using the google calendar.

There is a set on each floor of the two buildings:

1. **Chromebooks** - beside locker room downstairs in "Old building" accessed using the code C17083
2. **Chromebooks R19** - upstairs in "Old building" accessed using a key which all teachers on that floor should have now.
3. **Chromebooks teachers study** - downstairs in new building next to the staffroom
4. **Chromebooks Carmel's closet** - upstairs in new building next to room 9

If taking out a set of chromebooks can the teacher please take them out and hand to students and also place them back in to charge afterwards to avoid pupils congregating in large numbers in small spaces. If anyone needs any help booking through google calendar or can't access them on the calendar please ask Alexandra for assistance.

Lunches

We receive sandwiches, fruit and other snacks from Glanmore foods as part of the DEIS programme. These sandwiches are available to students before 08.45 and during break and lunch time. They are located on a table in the new building where students can take a lunch pack following the one way system.

Breakfast Club

Breakfast club takes place every morning in room 2 from 08.15 - 8.45. Students can avail of hot drinks, cereal and toast while supervised by Niamh McGee.

Lockers

Lockers are only available to 1st, 2nd, and 3rd year students. Students are responsible for their own locker keys. If a key is lost they must report to the Deputy Principal and pay €10 to have a new key cut. Access to the lockers is as follows:

	Escorted by classroom teacher during:
1st years	Period 1 (9.50 - 10.50) and Period 6 (2.30 - 3.30)
2nd years	Period 3 (11.00 - 12.00)
3rd years	Period 4 (12.00 - 1.00)

It is at the discretion of the classroom teacher at which point during the class they wish to escort their class to the locker room. The locker room should be locked at all times. Access to the locker room is by a key stored in the chromebook room to the left with a code on the door. The code for this room is C17083.

Supervision

Please ensure that you are in your assigned area for supervision at the correct time. If, for any reason, you are unable to do your supervision due to extra-curricular activities or personal days, please arrange for it to be covered by a colleague.

If on yard duty, please make sure that all areas of the yard are supervised and that the toilets have been opened. Toilets need to be opened during both senior and junior breaks using the keys found in the chromebook room using the code C17083. Please ensure the toilets are locked at the end of both breaks.

Staggered break times

To avoid congestion in the yard at break the junior and senior break times are different. Senior break now takes place **during period 2** from **10.30 to 10.40**. There should be two teachers supervising at that time, so unless the classroom teacher has opted to supervise they can take their own break once students have left the class. It is important all TY, 5th and 6th years get their break at this time only as this is when the toilets will be open and there is adequate supervision for all TY, 5th and 6th years in the yard.

Junior break remains 10.50 - 11.00. If on yard duty please encourage junior students to use the toilets at this time as they won't be open during classtime. Students may remove their face masks when outdoors and eating but try to encourage social distancing as the younger students find this particularly difficult to remember.

Punctuality

Students are recorded as present or absent by tutors at 8.45-8.50 roll call every morning. There will be a supervising teacher outside reception every morning from 8.50 - 9.05 to record the names of those arriving after the first class has started. The supervising teacher can email or text the list of names to the Deputy Principal who can register them as late on VSWare and form the list for after school "lates" detention in room 4. The new "lates" system is designed to reduce the numbers congregating outside the office in the morning so there is no need to send students coming late to class to "sign in" at the office anymore as they should have been registered by the teacher at reception. If a student has a note they must show this to the supervising teacher who can pass this information on in the email.

Anyone arriving after 9.05 should be marked as **Ltam** (late AM) on VSWare by the classroom teacher. Some students may go to the office to be "signed in" because that was the previous system, but numbers should be smaller as most will have been registered at reception in the first 15 minutes.

Staff break and lunch

This year there will be overflow break and lunch areas in rooms 2 and 4 to allow social distancing at times of congestion. There are disinfectant wipes in the staff room and classrooms which should be used to wipe down surfaces and touch points like kettles and milk containers. There is cutlery and delph available in the staff room but during the current pandemic we encourage staff to bring their own for their own health and safety. If using school kitchenware please place in the dishwasher after break. Please put all rubbish in the bins and keep the staff room and kitchen as tidy as possible.

Cleanliness

Upon entry to the classroom students must hand-sanitise and take a disinfectant wipe from the drum to clean their desk. When class is over students may dispose of their wipes in the bin. Please contact Frank or Lead Worker Representatives Malcom Lawlor and Helen Fenton if any sanitising supplies need to be replenished.

It is important for the teacher to ensure classrooms are neat and tidy for safety and hygiene reasons. There are blue recycling bins and black general waste bins in all classrooms. Please encourage students to use the correct bin. Cleaners clean the classrooms and empty the bins at the end of each school day.

Book rental

We operate a book rental scheme in the school for 1st year students. Students pay €150 for a complete set of books which they receive along with their locker at the beginning of the school year.

Other Resources

Ordering Equipment	Contact Suzanne for a purchase requisition form and submit to Suzanne or Sean prior to placing any orders. No orders should be purchased without approval as purchases cannot be reimbursed retrospectively
Car park	Cars can be parked in the carpark at each owner's risk. Please fill in the car registration sheet shared via google classroom in case your car is double parked and you need to be contacted.
Keys	Each teacher has a master key and a fob to gain access to classrooms and buildings. If there is a classroom you need a key for please ask Frank to get one cut for you.
User Accounts	New teachers will be provided with a VSWare user account and an @stjosephsfairview.ie email address. Contact Alexandra for new email account set-up and Suzanne for VSWare access.
Transport Arrangements	If you need to book a bus; this booking must be made through Suzanne.
Curriculum Resources	Many resources are stored in the Deputy Principals office. Each subject department head will also advise you on where to access resources.
Whiteboard Markers, dusters etc.	Available from the Secretary's office.
Photocopying Arrangements	<p>The photocopier is located downstairs in the "New building". The code for photocopying is:</p> <p><u>User:</u> Admin <u>Password:</u> Admin</p> <p>If there is a paper jam while you are copying, please do not try to fix it yourself. This must be reported directly to Suzanne in the office. Any waste paper should be put in the recycle bin.</p>

Teaching Staff List 2020/2021

Name		Room	Subjects
Sean Stack			Principal
Alexandra Duane			Deputy Principal
Don Sheahan	API	1	Science, Biology, Physics
Orlagh McDonnell	API	9	Maths
Mick Kelly	API	11	Science, Physics, Chemistry, Robotics, Technology
Patricia McGorman		8	Music, Geography
Sam Lonergan	APII	20	Art, SEN teacher
Mairead Martin	APII	7	Relion, History, Career guidance
Brid Bowles			Business, Maths, SEN teacher
Fiona Barry	API	6	Spanish, French
Niamh McGee		2	Maths, Geography, Robotics
Miriam McNulty	APII	Bungalow	English, History, SEN teacher
Ciara Dowdall		4	English, Geography
Sophie Kelly (career break)			English
Caoimhe O'Donnell	APII		Business, Geography, SEN teacher
Helen Flynn (Coordinator)		Bungalow	English, Guidance
Ciara McDonnell	APII	15	History, Religion
Niamh Ryan		17	English, Religion
Ciara Dowling	APII	1	Science, Biology, Maths, Robotics
Allison Leetch		12	Science, Biology, Maths
Helen Fenton		18	Art, Robotics
Sinead Trainor		23	Irish, Life Skills
Robert O'Hanrahan		5	English, History
Colleen Byrne			Business, Geography, Coding
Malcom Lawlor		16	English, Geography
Sinead Costello		14	Irish, Geography
Ciara McTague		24	Irish, History

Niamh Costello	10	SEN teacher
Aidan Brennan	21	Business, LCVP
Eanna Lawless	22	French, Geography
Jenny O'Rourke		SEN teacher
Cian Mulligan		Science, Physics, Maths
Garry Dunne		English, Religion
Ciara Moloney		Business
David James		History, Religion

Special Needs Assistants

Lisa Byrne	Laura Powell	Ailbhe Cowley
Claire Davis	Karen Fox	Paula Doyle (JS)
Lorna Devine	Eithne Mc Grath	Sandra O'Leary (JS)
Margaret Donovan	Susan Minogue	Ann Glennon (PT)
Paula Darcy	Niamh Ryan	Jenny Barror (PT)
Eimear Kelly	Shauna O'Callaghan	Alan Madden

PME Students

Thomas Burnell	Geography & History
Caitlin Thompson	Art

Finally, teachers in our school...

Must

1. Record 2 assessments (Christmas & Summer) on Vsware for 1st, 2nd & 5th years. Record 2 assessments (Christmas & Mock Exams) on Vsware for 3rd and 6th years.
2. Assign homework (online via Google Classroom) and ensure students record same in journal.

3. Inform yourself on SEN students in your classes from Miriam and Mairead (shared SEN folder on Google Drive) and have copies of Student Support plans and Individual education plans (IEP's) of the children in your class. The SEN department have shared this information with classroom teachers through the shared SEN Google Drive folder.
4. Create, review and update subject plans in accordance with subject department meetings.
5. Set high expectations of students, inside and outside the classroom.

Should

1. Be open to trying new methodologies
2. Incorporate some group work, perhaps at homework correction and during questioning
3. Provide opportunity for student reflection before the end of class - what I learned, what I found easy, what I need to work on.

Could

1. Investigate professional development opportunities which will be supported by the school.
2. Volunteer for team teaching.
3. Seek out critical friends and take part in peer observation.
4. Become involved in co-curricular or extra-curricular activity to support learning or promote love of a subject.
5. Become an active member in your subject association.