



## **SCHOOL PLACEMENT INFORMATION BOOKLET**

**School Name:** St. Mary's National School  
**School Address:** Racehill, Ashbourne, Co. Meath  
**Eircode:** A84 X762  
**School Roll Number:** 19768U  
**School Phone Number:** 01 8351299/ 01 8351556  
**School Email:** stmarysns1@gmail.com (principal)  
stmarysash@gmail.com (office)  
**School Website:** <https://smash.ie>

**Teaching Practice Co-Ordinator** – Ms. Louise O'Connor, Room 8

**Email:** [louise.oconnor@smash.ie](mailto:louise.oconnor@smash.ie)

# Staff list

**Principal Teacher:** Mr Paul O'Connor

**Deputy-Principal:** Mr Ciarán Giblin

**School Chaplain:** Fr. Michael Kilmartin (P.P.)

**Chairman, Board of Management:** Mr Pat O'Connor

## **Junior Infants**

Tom Dunne  
Mary Bennett  
Katie Moriarty

## **Senior Infants**

Leta Milligan  
Jen Barry  
Catherine Wylde

## **First Class**

Rose Norton  
Grace Mahon

## **Second Class**

Mary McNulty  
Sophie Coyle

## **Third Class**

Niamh O'Brien  
Colin Lynch

## **Fourth Class**

Louise O'Connor  
Sarah Lehane

## **Fifth Class**

Liam O Brádaigh  
Conor Halpin

## **Sixth Class**

Tony Cawley  
Jenny Leddy

## **SET Team**

Ciarán Giblin  
Aoife Whyte  
Aine Ryan  
Emer Butler  
Ciara Power  
Rachel Ivie

**Designated Liaison Person (Child Protection)**

Mr Paul O'Connor

**Deputy Designated Liaison Person (Child Protection)**

Mr Ciarán Giblin

Ms Aoife Whyte

**Department Inspector**

Sinead Patten

**School Secretary**

Ms Sarah-Jane Behan

**Special Needs Assistants**

Ms Frances Buckley

Ms Annette Dolan

Ms Hilde Toner

Ms Aisling Flanagan

Ms Jill Mehan

**Caretaking Staff**

Mr PJ Durkan (Monday - Wednesday 12pm)

Mr John Byrne (Wednesday 12pm - Friday)

**Housekeeping Staff**

Ms Sandra Wearen (9pm-2pm)

## Daily Arrangements

Event	Time	Arrangements
Morning Time	9.10 9.10 - 9:20  9.20	Gates open Children go to their yard. Supervised by teachers on duty according to the Yard Rota. Teacher collects their class from the yard.
Sos  Junior Sos (JI – 2 <sup>nd</sup> Class)  Senior Sos (3 <sup>rd</sup> -6 <sup>th</sup> Class)	  10:35 – 10:50  11:00 – 11:15	  Children spend this time out on the yard except on wet days.
Lón  Junior Lón (JI – 2 <sup>nd</sup> Class)  Senior Lón (3 <sup>rd</sup> -6 <sup>th</sup> Class)	  12:20 -12:50  1:00 – 1:30	  Children spend this time out on the yard except on wet days.
Finishing time:	2:00 3:00	Infants First - Sixth
Wet Day Arrangements		<ul style="list-style-type: none"> <li>• Children are supervised in the classroom by teachers on duty.</li> <li>• Class teachers may arrange for the children to play games, watch films, etc while indoors</li> </ul>
Access to Toilets during Breaks		<ul style="list-style-type: none"> <li>• “Wet Day” =Children stay in their seats during wet day supervision, unless they need to go to the toilet.</li> <li>• On Field, all children use the toilets in the hall, with the permission of the teacher on duty.</li> <li>• On Yard, all children use the outside toilets behind the playground, with the permission of the teacher on duty.</li> </ul>
Coffee Break - Arrangements for Student Teachers' Break		Teaching Practice teachers will take their breaks in an assigned classroom or area unless there is only one TP teacher in the school, in this case the teacher can take their breaks in the staff room.
Policies and Practices  <ul style="list-style-type: none"> <li>• <b>Homework Policy:</b> <i>journal, recommended time per class level</i></li> <li>• <b>Code of Behaviour Policy:</b> <i>rules, rewards, consequences</i></li> </ul>		See school website and discuss this with the class teacher

- **Child Safeguarding Statement: DLP, DDLP**

## Procedures for TP Students

In case of student teacher illness: Inform the Class teacher and your tutor

In case of teacher being late: Inform the Class teacher and your tutor

<b>School Procedures</b>	
<b>Roll call/Aladdin</b>	Roll is called each day on Aladdin schools before 10.15. We have enabled e-payments on Aladdin and use it to collect money for swimming, tours etc..
<b>Sign-in</b>	All substitute teachers and work placement students must sign in. Please sign in everyone on the "Subs" attendance sheet outside of the staffroom.
<b>Pupil arrives late</b>	After 9:25am, pupils report to Main Entrance (Ms Behan) to enter the school. All external doors to be closed at 9:25am
<b>Pupil is ill</b>	Record and inform Class teacher
<b>Fire Drill</b>	Please see the Fire Evacuation Plan on display in every classroom and throughout the school.

<b>Accidents</b>	
<b>Immediate action</b>	Talk to class teacher as first aid will need to be administered, clean wounds, provide ice as required
<b>Reporting</b>	Inform class teacher and class teacher will inform parents/guardians Record incident in the First Aid book located in staffroom Any head injury needs to be discussed with Mr O'Connor or Mr Giblin
<b>Other Activities</b>	
<b>Contacting Parents/ Guardians</b>	Class teacher will correspond directly with parents when necessary.

<b>Resources</b>
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<b>Photocopying</b>	Teaching Practice Photocopier code is <b>24625</b> This is for black and white photocopying only. Class teachers have an allowance for colour photocopying each month
<b>Availability of curriculum resources, e.g. maths equipment, art resources, etc.</b>	In room E (2nd Class corridor), you can find all the maths equipment. There are instruments in the strong room. Each block has shared curriculum resources and class novels.
<b>Availability of audio-visual resources</b>	Each classroom has a smart board. iPads are available and are stored in the strong room. Chromebooks for 3 <sup>rd</sup> to 6 <sup>th</sup> Class are available and stored in the strong room.
<b>Announcements</b>	Announcements occur when required over intercom and at assembly. Check the whiteboard in the staffroom and emails daily.

### Medical Conditions:

All children with medical conditions are displayed in the staff room. Please ask the class teacher about the children in your Teaching Practice class.

<b>First Aid</b>	
<b>First Aid supplies</b>	Available in the First Aid room off the hall in the Infants/SEN block
<b>First Aid contact</b>	Ms Whyte  First Aid Trained staff: Ms Aoife Whyte Ms Mary Bennett Ms Aisling Flanagan
<b>Defibrillator – locations</b>	In hall, beside the staff room door