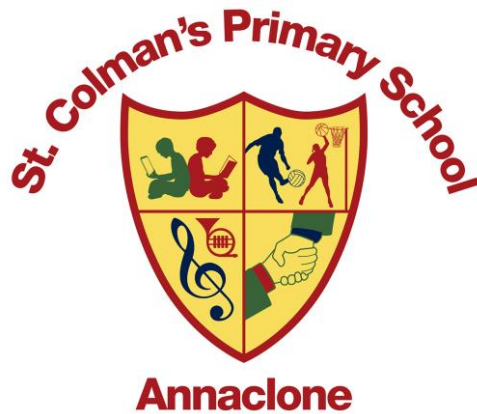


# St. Colman's Primary School/ Annaclone



## All Saints' Nursery Unit

# School Care

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# Vision Statement

## Vision Statement

To be an inclusive, caring School where childhood and community are valued; one, which inspires learning for life and develops the personal qualities needed to succeed in a rapidly changing World. This vision will be best realised as we undergo a continual journey of collaboration and progress through partnership, leading to excellence.

## Mission Statement

**We believe that each child will succeed through experiencing quality in:**

- ☐ A broad and challenging curriculum
- ☐ Innovative teaching and an investigative approach to learning
- ☐ A stimulating learning environment
- ☐ An enriching programme of extra-curricular activities and visits
- ☐ A rich, varied and up-to-date range of learning resources
- ☐ An ethos of support, challenge and encouragement to succeed
- ☐ Learning partnerships between the school, home and parish community

**We demonstrate our commitment to working as a learning community by:**

- ☐ Striving for continuous improvement in all that we do
- ☐ Working collaboratively towards common goals

## Aims for the Pupils

St. Colman's Primary School and All Saints' Nursery Unit (Annaclone), promote high achievement and learning for life by working with the staff and children to:

- ☐ Develop enquiring minds and a spirit of curiosity
- ☐ Promote well-being and the importance of a healthy work/life balance
- ☐ Encourage excellence and the development of new skills
- ☐ Ensure the children in our school are immersed in their community but are also forward facing and expansive in outlook
- ☐ Achieve their highest standards in all areas of the curriculum

## School Care Policy

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- ❑ Have high self-esteem - respecting themselves, others and the environment by our positive approach to behaviour thus ensuring that each individual is motivated to do his/her best
- ❑ Utilise and provide opportunities to develop their thinking skills enabling them to work independently or collaboratively
- ❑ Be an integral part of the Parish community - one which fosters a faith commitment to Christ and prepares pupils for a fuller participation in the life of the Church
- ❑ Seek to extend themselves in mind, body and spirit
- ❑ Become highly motivated life-long learners
- ❑ Gain advanced technological skills and an awareness of Global Issues
- ❑ Be flexible and adaptable for the modern world

## Our School Values:

- Happiness and enjoyment
- Effort, attitude and perseverance
- Team, school and community spirit
- Honesty, fairness and trustworthiness
- Respect and tolerance
- Politeness, kindness and caring
- High standards of behaviour
- Partnerships and collaboration
- Resilience



## Ethos of the School

St Colman's Primary School and All Saints' Nursery Unit sets out to create a caring and supportive environment, where all children can develop intellectually, emotionally, physically, socially, morally and spiritually.

In addition, the delivery of the curriculum is designed to develop interest and motivation in children using enthusiastic teaching and interesting and relevant learning activities.

- Children are encouraged to achieve high standards and are given as much help as they may need in order to achieve success.
- There are many extra-curricular activities that encourage co-operation and discipline through team games. Children are further encouraged through a variety of musical/dramatic productions to develop self-discipline.
- Within this context there is a code of discipline that is consistently enforced to ensure that the education of children takes place in an orderly and caring environment.
- Through continual monitoring of individual children's achievements, class teachers provide work pitched at a level that challenges each child yet does not frustrate.
- Good relationships within the School are vital. The staff set an example by working well together with a harmony of purpose and providing an interesting and caring environment within their classrooms.
- As part of the pastoral dimension of the School, children are taught how to care for others, to respect other people's points of view and to respect property. Children are encouraged to contribute to charity and to help people who are less fortunate than themselves.

### SCHOOL CARE POLICY

**This Policy is based on the principle that all members of our School Community promote an atmosphere of mutual respect for each other and acknowledge the various roles carried out within the school. It provides guidelines for all staff and children of the school to promote high standards of cleanliness and orderliness in the interest of all concerned and will be revised and amended when deemed necessary.**

The cleanliness and overall appearance of our school is the responsibility of all staff and children and supports the work of the Caretaker and Cleaner.

The procedures noted below should be followed by all staff members and promoted with the children in order to foster a caring attitude among all members of the school community for their surroundings and to enable the Caretaker and the Cleaner to carry out their duties efficiently.

### **GENERAL PROCEDURES**

All cupboards, shelves, stores and storage areas should be well organised and tidy. Doors should open and close freely.

Where possible, resources should be stored off the floors. Key resources should be kept in the stores where appropriate.

Staff, children and all school users must be constantly vigilant when moving resources/equipment to ensure that they present no risk to anyone in the school building or anywhere on the school site.

Fabrics and edible items should be kept in sealed containers in order to deter pests/rodents.

#### **Teachers need to remind children regularly of normal toilet usage:**

- a) refrain from eating in the toilet areas
- b) refrain from playing in the toilet areas
- c) flush the toilet after use
- d) wash hands properly (posters are displayed in the toilets which demonstrate this)
- d) use the paper hand towels provided and then put them in to the bin
- e) refrain from placing hand towels in the toilet bowls or urinals.
- f) use the urinals appropriately (boys)

Liquid soap, hand towels and toilet rolls will be provided appropriately by cleaning staff and checked regularly throughout the day in both adult and children's toilets.

Paper rolls will be available in all classrooms and in the staffroom for spillages and other uses.

Cleaning stores should **not** be used by staff or children as hazardous substances are stored securely there. During the school day minor “accidents” should be reported to the Caretaker or Cleaner.

Mops and buckets will be left in a designated area.

Wall displays should be kept firmly secured without causing damage to the walls. Staplers should only be used to display work on proper noticeboards.

BluTack will be removed from the walls very carefully and slowly so as not to remove the paint.

Books should be stored in bookcases the correct way up with spines facing outwards.

Communal areas of use, for example, the staffroom kitchen, the AR library, the Learning Support room, the reading resource room and playroom will be kept tidy by every member of staff. **Each person using these rooms will leave the room as they found it.**

Re-cycling of paper and food into the appropriate bins will be carried out correctly in all areas of the school.

Blinds in classrooms or in the school hall may only be adjusted by adults. **No children will open, close or adjust the blinds.**

### **DURING THE SCHOOL DAY**

Adults on duty, e.g. Lunchtime Supervisors, should ensure that all children wipe their footwear before re-entering the building.

The Staff Room floor should be kept clear where possible. At the end of break-time mugs should be washed and returned to the cupboard. At lunchtime all crockery and utensils should be put into the dishwasher. Staff using crockery at other times of the day should wash, dry and put them away.

The area around all photocopiers should be kept tidy. Waste paper should be kept to a minimum and should always be placed in the recycling bin provided.

When teachers or classroom assistants have undertaken a specific job, for example, a noticeboard display, they will clear away all objects used for the jobs and return them to their proper storage place.

When teachers or classroom assistants use pieces of equipment, for example, a data projector, sound system, microphones, keyboard, CD player, playground resources, a projector screen or PE equipment they will put them away carefully and safely in their proper storage place. **At no time should pieces of equipment be left lying around the assembly hall.**

## **AT THE END OF THE SCHOOL DAY**

### **Classrooms**

All items of rubbish (the size of a page, crisp bag or bigger) should be removed and placed in bins prior to cleaning.

Crayons, pencils, pens, rulers should be collected and stored safely.

Writing boards should be cleared of work not needed for the following day.

It is recommended that each classroom has designated areas set aside specifically for the storage of particular items. This will allow the children to know where everything belongs.

All sinks and draining boards should be left clear.

In Play Areas, the children should be trained to clean up after using materials, for example, items such as tea sets and clothing should be neatly arranged after use.

Water trays should be covered and toys not being used the following day should be stored in their respective containers. Teachers and Classroom Assistants should mop up spills as they occur during Play in the interests of Health and Safety.

**A significant aspect of the School Care Policy is to help prepare our children for adult life and in this respect it is recommended practice that they should be actively involved in the tidy up after using materials.**



### **LOST PROPERTY**

Lost and found items not reclaimed after 24 hours will be placed in the Lost Property Box. This will be emptied at the end of each year when items will be passed on to charity shops or re-cycled.

### **iPads**

iPads should be returned to Mrs Morgan's room after usage. Where and when possible please ensure that they are charged and ready for the next class to use. This is the responsibility of the teacher who has borrowed the ipads and not of any child.

### **New Playground**

The new school playground, associated markings and equipment will come into existence in March 2019. This policy will be updated to reflect the new developments.

Implementation of this Policy will be monitored by the Principal and Senior Leadership Team, in consultation with staff, parents and children. Feedback from ongoing monitoring will inform amendments. New ideas and strategies will be incorporated accordingly.