



***Scoil Náisiúnta Mhainistir Mhaigh Éo,***

***Mayo Abbey National School,***

***Lehanagh,***

***Mayo Abbey,***

***Claremorris,***

***Co. Mayo***

***F12 T256***

***Tel. 094 9365644***

***email: [office@mayoabbeyns.com](mailto:office@mayoabbeyns.com)***

***website: [www.mayoabbeyns.com](http://www.mayoabbeyns.com)***

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Dear Parents/Guardians,

Thank you for considering Mayo Abbey N.S. for your child's education.

We are currently accepting enrolments for the 24/25 school year. We will have an open afternoon for parents and children on Friday, February 9th. On that afternoon, you and your child are welcome to visit the school anytime between 2.15pm and 3.30pm to see the Infant classroom and meet with staff. There will also be an information evening for all parents later in the year.

In the Information Booklet below, you will find an outline of the school's procedures. Should you require further information, please contact the school secretary. Please take the time to read the various school policies which are available on the website.

On the Enrolment Page on the school website ([www.mayoabbeyns.com](http://www.mayoabbeyns.com)), you will find our:

- Admissions Policy
- Annual Admissions Notice, which contains important dates regarding the enrolment process and
- Enrolment Form, which can be completed online or downloaded.

Alternatively, you can contact the school to pick up an Enrolment Form which can be returned to the school when filled.

Thank you for taking the time to read this letter and we look forward to meeting you and your child.

Yours Sincerely,  
Michelle Tuohy,  
Principal

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### **School Information**

Name of School: Mayo Abbey N.S.  
Scoil Náisiúnta Mainistir Mhuigh Éo

Address: Lehanagh,  
Mayo Abbey,  
Claremorris,  
Co. Mayo  
F12 T256

Phone Number: 094-9365644

E-mail: office@mayoabbeyns.com

Website: www.mayoabbeyns.com

Roll Number: 14205U

### **Staff**

Principal: Michelle Tuohy  
Deputy Principal: Geraldine Glynn

Teaching Staff: Mary McNamara (Junior / Senior Infants)  
Michelle Conway (1<sup>st</sup> / 2<sup>nd</sup> Class)  
Michelle Tuohy (3<sup>rd</sup> / 4<sup>th</sup> Class)  
Tom Clarke (5<sup>th</sup> / 6<sup>th</sup> Class)  
Geraldine Glynn (Special Education Teacher)  
Rachel Derrig (Special Education Teacher)

Special Needs Assistants: Rosaleen Basquil  
Amhra O’Gorman  
Tracey Noonan Doherty

Secretary: Goretti Gibbons

### **Child Protection**

Designated Liaison Person: Michelle Tuohy  
Deputy DLP: Geraldine Glynn

### **Board Of Management**

Rose Brett (Chairperson), Fr Brendan Kilcoyne, Michelle Tuohy, Tom Clarke, Mary Flanagan, Ronan Nestor, Ger Maguire, Peter Mannion

### **Parents Group**

PJ Gibbons (Chairperson), Maria Scahill (Secretary), Yvonne Byrne (Treasurer)  
Committee Members: Goretti Gibbons, Gráinne Hambly, Eveanna Vahey, Mary Flanagan, Ronan Nestor, Kevin Devaney

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## **Mayo Abbey NS School Ethos**

Believing in the value, dignity, and uniqueness of each individual as a child of God we recognize the right of each child to a quality education that will lead him/her to personal, intellectual, social, moral and spiritual maturity. We believe that this type of education best takes place in the context of a catholic faith community.

In Mayo Abbey NS we endeavour to cater for the full and harmonious development of each child. The full development of children cannot take place in isolation. If children are to know and value themselves and form objective standards of judgement and behaviour they must learn through experience, to live and co-operate with other children and with adults. Gradually they will become familiar with the complex nature of the society of which they are a part.

As a formal agent of education within the catholic community, the school models and transmits a philosophy of life inspired by belief in God, Mary and in the life, death and resurrection of Jesus Christ. We are very conscious of the special position of the school in the life of the parish. Children are prepared for the reception of the sacraments of penance, the Eucharist and Confirmation in accordance with arrangements in the diocese. Children are encouraged to participate fully in church liturgy, choir and serving mass. Prayer is an important feature of the school day and religious education is provided for pupils in accordance with the doctrine and tradition of the Catholic Church.

The school's code of discipline reflects the Christian values promoted in the school, with an emphasis on forgiveness, reconciliation, new beginnings and hope. Teachers are sensitive to the needs and particular circumstances of the pupils in their care.

We acknowledge that the family unit is the first shaper of values and attitudes. Parents are the child's primary educators and the life of the home is the most potent factor in his/her development during the primary school years. This school should be an extension of a good home where the child can develop spiritually, morally, intellectually, aesthetically and physically to his/her full potential. It should be a safe, comfortable and warm environment with a friendly atmosphere. Teachers see themselves 'in loco parentis' and aim to treat the children in their care, as would a good parent. Close co-operation between home and school is essential, with parents and teachers supporting each other in their children's education; if children are to receive maximum benefit from their school days.

Here in Mayo Abbey NS children will be brought into contact with the best of Irish and local culture. Each child has a right to understand, appreciate, enjoy and participate in the richness of their Irish heritage. We strongly encourage all children to take part, with pride, in Irish dancing, music, gaelic games and activities pertaining to Irish culture.

We are especially proud of our local history and endeavour to instil this pride in the children of our school. Every effort will be made to give them a deep knowledge and appreciation of the history of Mayo Abbey and of the beauty and potential of the local environment.

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A spirit of mutual respect and tolerance is promoted in the school community. Pupils are drawn by example and taught to appreciate and respect others, regardless of religious, cultural, social, environmental or ethnic backgrounds. Indeed it is important that respect is shown to every person involved with the school. This includes teachers, children and visitors to the school. Ancillary staff in the school are highly valued and esteemed. It is recognized that their work makes a valuable contribution to the process of education.

We recognize that it is important that each child develop to his/her full potential. We seek to develop children spiritually and morally and to foster in each child an ethical sense that will enable them to acquire values on which to base choices and form attitudes. We endeavour to equip children with the knowledge and skills that will serve them not only in their lives as children, but also later as adults. We feel it is important to develop their capacity for creative expression and response, and to promote their emotional and physical development.

Children must experience love and encouragement; be held in high esteem and yet subject to discipline and guidance. They should experience enjoyment and have facilities and time for play. They must be active agents in their own education, which is appropriate to their needs and potential.

In a rapidly changing society, effective intrapersonal skills and skills in communication are essential for personal, social and educational fulfilment. The ability to think critically, to apply learning and to develop flexibility and creativity are also important factors in the success of the child's life. It is important to develop these skills and abilities so that children may cope successfully with change. We wish to instil a love of learning that will remain with children throughout their lives and would hope that pupils will remember their days in Mayo Abbey N.S. as truly being the happiest days of their lives.

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## **Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template**

### **Child Safeguarding Statement**

Mayo Abbey National School is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the [Children First Act 2015](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), [the Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of Mayo Abbey NS has agreed the Child Safeguarding Statement set out in this document.

- 1 The Board of Management has adopted and will implement fully and without modification the Department's *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* as part of this overall Child Safeguarding Statement.
- 2 The Designated Liaison Person (DLP) is Michelle Tuohy.
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Geraldine Glynn.
- 4 The Relevant Person is Michelle Tuohy.  
*(The relevant person is one who can provide information in respect of how the child safeguarding statement was developed and will be able to provide the statement on request. In a school setting the relevant person shall be the designated liaison person.)*
- 5 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
  - fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
  - fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
  - adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
  - develop a practice of openness with parents and encourage parental involvement in the education of their children; and
  - fully respect confidentiality requirements in dealing with child protection matters.
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The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

6 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie website.
  - In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the [National Vetting Bureau \(Children and Vulnerable Persons\)](#) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the gov.ie website.
  - In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
    - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
    - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
    - Encourages staff to avail of relevant training
    - Encourages Board of Management members to avail of relevant training
    - The Board of Management maintains records of all staff and Board member training
  - In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
  - All registered teachers employed by the school are mandated persons under the Children First Act 2015.
  - In accordance with the Children First Act 2015 and the Addendum to Children First (2019), the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is included with the Child Safeguarding Statement.
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- The various procedures referred to in this Statement can be accessed via the school's website, the gov.ie website or will be made available on request by the school.

**Note:** The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

- 7 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 8 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on 11/10/23 [date] (Changes came into effect 1/9/23).

This Child Safeguarding Statement was reviewed by the Board of Management on 11/10/23 [most recent review date].

Signed: Rose Brett

Chairperson of Board of Management

Date: 11/10/23

Signed: Michelle Tuohy

Principal/Secretary to the Board of Management

Date: 11/10/23

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## **Mayo Abbey NS General Information**

- 1. Admission**
- 2. Behaviour**
- 3. Uniform**
- 4. Opening/Closing Times**
- 5. Leaving School Grounds**
- 6. Absences**
- 7. Lunches**
- 8. Religion**
- 9. Medicine**
- 10. Accident Policy**
- 11. Special Needs**
- 12. Parent/Teacher Meetings**
- 13. Swimming**
- 14. Mobile Phones/Digital Devices**
- 15. Book Rental**
- 16. Financial Aid**

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## 1. Admission

Attendance at school is compulsory from 6 to 16 years of age. A child may not be allowed to attend, or be enrolled in a national school before his/her 4<sup>th</sup> birthday.

For further information please refer to the Admission Policy available at the link below.

- [Admission Policy](#)

## 2. Behaviour

In Mayo Abbey NS we promote a very high standard of behaviour. Children are requested to show respect at all times to everybody including teachers, visitors and peers. Respect must also be shown, at all times, for property. Children are reminded of the need to keep their personal belongings neat and tidy, and that we all hold joint responsibility for keeping classrooms, halls and play areas tidy and litter free.

“Behaviour is a mirror in which everyone displays his own image.”(Goethe)

The way in which children talk and act creates this image. Children in Mayo Abbey NS are asked, at all times, to be polite and mannerly toward all.

Please refer to the Code of Behaviour and Anti-Bullying Policy available at the links below.

- [Code of Behaviour](#)
- [Anti-Bullying Policy](#)

## 3. Uniform

The school uniform consists of:

- Royal blue jumper/cardigan
- Light blue shirt/blouse
- Grey trousers/skirt/pinafore

A school tracksuit (royal blue sweatshirt, light blue polo shirt, navy tracksuit bottoms) is also available and may be purchased at the school. As it is part of the school uniform the tracksuit may be worn at any time to school.

Clothes should be labelled so that each child knows his/her own clothes. A jacket should be worn to school each day. With our unpredictable weather it is hard to judge in the morning whether it will be needed or not. Children should be encouraged to show pride in their appearance and be neat and tidy at all times. In the interest of safety all children are discouraged from wearing jewellery. It is important that clothes are kept clean and that children follow basic hygiene rules. Hair should be kept clean and checked regularly for head lice.

When children start school they should be able to look after their own hygiene and toilet needs. If your child has any difficulty in this regard it is important to let the teacher know. Infants should wear clothes and shoes that are easy to open and close. Shoes suitable for the rough and tumble of playtime should be worn.

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#### **4. Opening/Closing Times**

School starts in the morning at 9.20 and finishes at 2.00pm for junior / senior infants and 3.00pm for 1<sup>st</sup> – 6<sup>th</sup> classes. For the first two weeks in September the junior infant day ends at 12.30pm.

The school will be open at 9.10am to receive children and will remain open until 3.10pm. For their own safety it is important that children are collected between these times. The school accepts no responsibility for children outside of these times.

#### **5. Leaving School Grounds**

For their own safety, children are not allowed to leave school grounds during school times unless under the supervision of a teacher or guardian.

#### **6. Absences**

It is important that children attend school regularly and punctually. If your child is absent for any length of time (including part of a day), you will receive a text to fill in an online absence sheet.

As you know, a good education gives your child the best possible start in life. A good education helps young people to obtain secure employment and develop into mature and responsible citizens. The purpose of the Education (Welfare) Act 2000 is to encourage regular school attendance and participation in education and training for as long as possible. It is desirable that every child stays in school and completes the Leaving Certificate. Under the law, every child must attend school regularly up to sixteen years of age or complete at least three years education in a post primary school whichever comes later.

Under the Education Welfare Act 2000 (amended by the Child and Family Agency Act 2013) the school will notify Túsła – Child and Family Agency if a child is absent 20 days OR more or where the absence gives rise to concern. Parents will be notified by the school when a child has been absent for 15 days.

Further information concerning school attendance matters can be obtained from the link below.

- [TUSLA Education Support Service Information for Parents/Guardians](#)

#### **7. Lunches**

Lunch is an important daily meal for children. A healthy lunch will provide children with nutrients to help the body grow and develop. A healthy lunch also helps concentration and learning and it is good to get children into the habit of eating healthily. Therefore we would strongly advise that treats such as chocolate, bars, crisps, sweet drinks be kept to a minimum as they interfere with learning and concentration. They are also the cause of a lot of litter both in the classroom and in the playground. Children will be given the opportunity to eat their lunches in the classroom before they go out to play.

- [Click here for Healthy Lunchboxes HSE Information.](#)
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## **8. Religion**

Religious education is provided for Catholic children attending Mayo Abbey N.S. and is in accordance with the teaching of the Catholic Church. We do recognize that it is important that the beliefs and sensibilities of each child are respected. Therefore it is important that parents make known to the school their religious denomination so that alternative arrangements can be made, if possible, to cater for families who do not wish their children to receive religious instruction. We follow the "Grow In Love" programme in all classes.

Pupils are prepared, in conjunction with the church, for the sacraments of Reconciliation, Eucharist and Confirmation. If children have not been baptised in the parish of Mayo Abbey baptismal certificates will need to be obtained from the relevant parishes before they receive the sacraments. Pupils are also encouraged to participate in different areas of church life e.g. readings, prayers, choir, serving. We also participate in school masses and visit the church at various times during the school year. If you do not wish your child to participate in any of the above it is important to notify the school in writing.

## **9. Medicine**

Please refer to the separate Administration of Medicine Policy available at the link below.

- [Administration of Medicine Policy](#)

## **10. Accident Policy**

It is important that contact numbers of parents or guardians are known at the school and that, if the need arises, a parent or guardian can be contacted at all times. It is also important that the school have the name and telephone number of each child's family doctor, in case of emergency. Minor cuts and scrapes will be dealt with in school. If there is a more serious injury either parents or family doctor will be notified and the appropriate action taken under their instruction. A record of the more serious accidents will be kept in school.

Please refer to the Accident Policy / Substance Use Policy at the link below for further information.

- [Accident Policy](#)
- [Substance Use Policy](#)

## **11. Special Needs**

All children with identified special educational needs have entitlement to a quality educational service appropriate to their needs and abilities. Parents/guardians, who wish to enrol a child with special needs, should meet with the principal and teachers beforehand. The school should have access to any assessments, reports or recommendations pertaining to children with special needs, before they are enrolled. This will facilitate any changes that may have to be made in the school to accommodate all children, and to gain access to support services.

Please find our Special Educational Needs Policy at the link below.

- [Special Education Needs Policy](#)
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## **12. Parent/Teacher Meetings**

Parent/teacher meetings are held once a year. Because of time constraints parents are usually allotted approximately 10 minutes per child with each teacher. Before the meeting it is important to think about the questions you want to ask, information you might want to share and any concerns you might have.

If parents wish to meet with teachers to discuss children's progress at other times it is important to make an appointment beforehand so that the rest of the class can be settled and working. The teacher can have all the relevant information ready and can meet with the parents uninterrupted.

The junior infant teacher will meet with parents before school begins in September to familiarise them with the whole working of the school and what will be expected of children in infant classes. This will take place at some stage following the enrolment process.

## **13. Swimming**

Children, from 1st to 6th classes go to swimming lessons once a week, for a block of 6- 8 weeks, during the school year. The dates may change from year to year depending on times available at the swimming pool. On "swimming days" children should wear their tracksuits, as they are easy to change. It is also important that children are able to dry and dress themselves unaided.

## **14. Mobile Phones/Digital Devices**

Please refer to the separate Acceptable Usage Policy available at the link below.

- [Acceptable Usage Policy](#)

## **15. Book Rental**

We operate a book rental scheme, with certain books, in Mayo Abbey N.S. This is to cut down on the cost of buying books, as school books have become very expensive. Parents may be asked to put new covers on rented books and it is important that these books are kept in good condition so that they can be used for a number of years. If books are damaged or misplaced parents may be asked to replace them. Details of the Book Rental Scheme are usually included with the Class Book Lists distributed in June each year.

## **16. Financial Aid**

If any family is in need of financial assistance with regard to buying books or availing of any school activities etc, please contact the school. It is important that all children have the fullest education possible and have equal access to all educational resources, regardless of financial situation. Please be assured that these matters will be dealt with with the utmost confidentiality.

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### **Further Information:**

#### **School Saving Scheme:**

We have a Saving Scheme in operation in the School. We would like to encourage children to save money from an early age. Our method is An Post Saving Stamps Scheme. This popular method of saving involves the regular sale of €1 stamps. Stamps can be purchased any day at the school office. The stamps are put onto a saving card, which is retained by the child.

When the card is completed (€20) it can be lodged to an existing Post Office Deposit Account or a new account can be opened for the child.

#### **Resources for Parents**

As a parent, you play a key role in your child's education. The National Council for Curriculum and Assessment have a number of resources for parents on their website that are available at the link below.

- <https://ncca.ie/en/primary/resources-for-parents/>

The INTO have also published a booklet called 'Your Child in the Primary School - Tips for Parents.' This can be found at the link below.

- <https://www.into.ie/app/uploads/2022/03/2022-Your-Child-in-the-Primary-School-Tips-for-Parents-English.pdf>

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### **Parental Permission Form**

Each year, we ask your permission for your child to participate in certain activities. In order to cut down on unnecessary paperwork and simplify record-keeping, we have decided to include as many permissions as possible on one sheet. Please read carefully each of the items below and tick the relevant box. Not all occasions may be relevant to your child this year, but they probably will be at some stage in the future. If you have any concerns regarding any of the items below please feel free to contact the class teacher or principal.

<b>I hereby give permission for my child in relation to the following:</b>	<b>Yes</b>	<b>No</b>
Going on school tours, local educational visits/field trips and participating in school activities (e.g. matches, quizzes, choir, cycling etc). Do you agree to this?		
On occasions such as Communion, Confirmation and other school events (sports day, fun-run), local press photographers take group photos of children and in some instances identify the children by name. Do you agree to the school using your child's image in this way? (Please remember that removing a child from a photo of the rest of the class can be quite upsetting for the child).		
Can we use your child's name and photo in relation to publicising school events and activities in our newsletter, website and similar publications?		
It is the school's policy to celebrate your child's work and achievements. As a result, images of your child and his/her work may appear on our website. Best practice as stated in our 'Acceptable Internet Use Policy' will always be followed. Do you agree to the school using your child's image in this way?		
Most classes have an extra support teacher assigned to help all children in the class. On occasion, it may be necessary for organisational reasons to remove a group of children to another room to work with this teacher or the class teacher. (If your child is experiencing learning difficulties you will be informed personally by the teacher.) Do you agree?		
The school teaches 'Stay Safe' lessons on personal safety and RSE lessons on developing and changing. Both are recommended and vetted by the Dept. Of Education and Skills. You will be informed in advance if the lessons contain sensitive language. Further information is available from the school. Can your child participate in these lessons?		
Do you give permission for your child to be taken immediately to a doctor or hospital in case of serious illness/accident?		
On occasion we administer 'Diagnostic' tests (e.g. Neale Analysis, MIST, Belfield Infant Screening, NRIT) to discover the educational progress of pupils. Should any concerns arise following these tests we will contact you. Do you agree to this?		
I/We have read the substance use policy for Mayo Abbey National School and agree to uphold this policy. I/ We also undertake to ensure that our child/ren will uphold this policy. Do you agree to this?		

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As the parent or legal guardian of a pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites. Do you agree with this?		
In relation to the school website, I accept that, if the school considers it appropriate, my child's photograph or schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's photograph or schoolwork on the school website. Do you agree with this?		

**Name of Child/ Children:** \_\_\_\_\_

**Parent/s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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