



Scoil Náisiúnta Mainistir Mhaigh Éo,

Mayo Abbey National School,

Lehanagh,

Mayo Abbey,

Claremorris,

Co. Mayo

F12 T256

Tel. 094 9365644

email: office@mayoabbeyns.com

website: www.mayoabbeyns.com



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Dear Parents and Guardians,

Thank you for considering Mayo Abbey N.S. for your child's education. Enrolment for the 2026/2027 school year will be open from 2nd February to 2nd March 2025.

As part of the enrolment process, we will hold a Parents' Information Evening on Monday, 9th February at 7.00pm in the school.

All prospective parents and guardians are very welcome to attend. The evening will include a short presentation on the Infant classroom, general information about the school, an opportunity to look around the school and a chance to meet with members of staff. We look forward to welcoming all prospective parents on the night.

As part of our established transition programme with Abbey Tots Preschool, we will liaise with the preschool to arrange a classroom visit for children before the end of the school year. If your child does not attend Abbey Tots, please get in touch with the school to arrange a visit so that you and your child can see the Infant classroom and meet with staff. These visits usually take place during the final term.

Further information about the school, including an outline of school procedures, is available in the Information Booklet on our website. We encourage parents to take the time to read the school policies, which are also available online. Should you require any further information, please contact the school secretary.

On the Enrolment page of our school website (www.mayoabbeyns.com), you will find:

- The Admissions Policy
- The Annual Admissions Notice, which outlines important dates in the enrolment process
- The Application Form, which can be completed online or downloaded. Alternatively, enrolment forms may be collected from the school and returned once completed.

Thank you for taking the time to read this letter. We look forward to meeting you and welcoming your family to Mayo Abbey N.S.

Yours sincerely,
Michelle Tuohy
Principal
Mayo Abbey N.S.

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 (1st / 2nd Class)
Michelle Tuohy (3rd / 4th Class)
Tom Clarke (5th / 6th Class)
Geraldine Glynn (Special Education Teacher)
Rachel Derrig (Special Education Teacher)

Special Needs Assistants: Amhra O’Gorman
Tracey Noonan Doherty
Valerie Fitzgibbon

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, Mary Flanagan, Ronan Nestor, Kevin Devaney

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.

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.

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 29/09/25 [most recent review date].

Signed: Rose Brett

Chairperson of Board of Management

Date: 29/9/25

Signed: Michelle Tuohy

Principal/Secretary to the Board of Management

Date: 29/9/25

Mayo Abbey NS General Information

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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 4th 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. Children are reminded of the importance of keeping their personal belongings neat and tidy, and everyone shares responsibility for maintaining clean classrooms, halls, and play areas.

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

The way in which children talk and act creates this image. Children are encouraged to be polite, mannerly, and considerate in all interactions.

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

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

3. Uniform

Mayo Abbey NS has a simple and practical school uniform. The formal school uniform consists of:

- A royal blue jumper or cardigan
- A light blue shirt or blouse
- Grey trousers, skirt, or pinafore

In addition, the school offers a school tracksuit option, which includes:

- A royal blue sweatshirt
- A light blue polo shirt
- Navy tracksuit bottoms

The school tracksuit is worn by most children on a daily basis, as it is comfortable and practical for both classroom activities and outdoor play. **There is no requirement to purchase both uniforms. The tracksuit is perfectly acceptable as the main school uniform.**

Many families find it easiest to begin with the school tracksuit and then decide later whether to purchase the formal uniform. Our priority is that children are comfortable at school and dressed in clothing that supports learning and play throughout the day.

The royal blue jumper available through the school includes the school crest; however, there is

no obligation to purchase uniform items with a crest. At present, the school stocks the jumper only, as all other uniform items are readily available in local shops.

Parents are asked to choose shoes and clothing that children can manage independently, with fastenings that are easy to open and close. Footwear should be suitable for play and physical activity.

4. Opening/Closing Times

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

The school grounds are 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. The Aladdin App

The Aladdin App is the school's secure online platform for communication and administration. Parents use it to:

- Notify the school of absences
- Grant permissions for trips or activities
- Make payments for school-related items
- Receive important messages from teachers and the school office

It provides a simple and convenient way to stay connected with the school and keep all necessary information in one place. Parents will receive an invitation and login details from the school at the start of the school year (or when enrolling mid-year), which allows them to access the app on their phone, tablet, or computer.

If you complete the Aladdin Web Pre-Enrolment Form available on the school website, your child's details are added to the school system. Once enrolment has been processed and confirmed, the school will send you your login details, including a one-time password, to set up your Aladdin account. This will allow you to access all the features above. Please note that these login details are only sent after enrolment has been confirmed, usually closer to the start of the school year.

7. 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 message to complete a form on the Aladdin App.

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](#)

8. Lunches

Lunch is an important part of the school day. A nutritious lunch supports children's growth and development and plays a key role in concentration, learning, and overall wellbeing. We encourage healthy eating habits from an early age and aim to promote positive, healthy food choices in school.

Mayo Abbey N.S. is part of the Hot School Meals Programme, provided by the Department of Social Protection. Under this scheme, all children receive a hot school meal each day during the school term.

Our lunch provider is The Lunch Bag. Children choose their meals in advance from a varied, child-friendly menu. Meals are prepared off-site, delivered to the school each day, and reheated on site before being served. Lunches are brought directly to the classrooms, where children eat together before going outside to play.

While children receive a hot meal daily, parents are encouraged to provide a small, healthy snack for the first break at around 11.00am. Suitable options include fruit, vegetables, yoghurt, cheese, or a small sandwich. This mid-morning snack helps maintain children's energy levels and supports concentration and engagement in learning throughout the morning.

The Hot School Meals Programme supports healthy eating and helps ensure that all children have access to a balanced meal during the school day. For morning break, we encourage parents to provide simple, nutritious snacks such as fruit, vegetables, yoghurt, cheese, or a

small sandwich, which help sustain energy levels and support learning. All snack wrappers and hot lunch containers are sent home each evening, allowing parents to see what their child has eaten during the school day.

Further information regarding menus, lunch ordering, and dietary requirements will be shared with parents once a child is enrolled. The school works closely with the provider to ensure lunches are delivered and served safely each day.

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

9. 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.

10. Medicine

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

- [Administration of Medicine Policy](#)

11. 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](#)

12. 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](#)

13. Parent/Teacher Meetings

Formal parent–teacher meetings are held once each school year. Due to time constraints, meetings are usually scheduled for approximately 10 minutes per child. Parents are encouraged to take some time beforehand to consider any questions they may wish to ask, information they would like to share, or concerns they may have about their child’s progress.

To meet a teacher at other times, an appointment must be made in advance, allowing the teacher to arrange suitable supervision and prepare for an uninterrupted discussion. Teachers are always happy to discuss your child’s progress and wellbeing and value open communication.

As part of the enrolment process, parents of children starting Junior Infants are invited to attend a Parents’ Information Meeting, which takes place during the enrolment period. At this meeting, teachers will outline how the school operates and what will be expected of children in the infant classes, helping parents to feel informed and supported as their child begins school.

The school values a strong partnership between home and school and encourages parents to contact the school at any stage should they wish to discuss their child’s progress or wellbeing.

14. 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.

15. Mobile Phones/Digital Devices

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

- [Acceptable Usage Policy](#)

16. Book Rental

Mayo Abbey N.S. participates in the Primary Schoolbooks Scheme. All schoolbooks, workbooks, and copybooks are provided free of charge for use during the school year and remain the property of the school. Parents and children are asked to care for these books, which must be returned at the end of the year.

Parents will need to purchase some ancillary items, such as stationery, with a list issued towards the end of the school year.

17. Financial Aid

Families in need of financial support for books or school activities are encouraged to contact the school. All matters are treated confidentially to ensure equal access for all pupils.

Further Information:

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>

Welcome to Our School Community

We warmly welcome all families and children to Mayo Abbey NS. Our aim is to provide a safe, nurturing, and engaging environment where every child can thrive academically, socially, and personally. We look forward to working closely with parents and guardians as partners in your child's education and to building a positive and supportive school community together.
