



We welcome you and your child to Holy Family National School and look forward to a happy and successful association over the coming years. We are a co-educational school catering for all pupils from Junior Infants to 6<sup>th</sup> class.

We have 250 pupils enrolled and are very fortunate to engage an innovative, highly dedicated and enthusiastic team of teachers, SNAs and ancillary staff. This is matched by the enthusiasm and commitment of our pupils and parents.

The vision of Holy Family National School is to create a caring, calm and safe child-centred environment, a learning space where each child is welcomed, respected and cherished, and a place where a deep sense of belonging, empathy and respect for others is advocated.

Holy Family National School is working towards becoming a Digital School whereby all pupils will have access to iPad devices and other relevant ICT equipment to complement the teaching and learning process. We always ensure that robust child-safeguarding measures are in place when using this equipment.

The school community as a whole share in creating learning opportunities that are stimulating and appropriate to 21st Century learning needs - recognising and celebrating individual talents and abilities, allowing for each pupil to strive to do their personal best.

Our information pack gives a brief and general account of the various activities in our school. By promoting a positive and progressive ethos, we endeavour to cater for the needs of our pupils and to develop their talents. We are committed to providing a caring ethos in which understanding and mutual respect is fostered.

The vital role of parents/guardians in education is recognised and acknowledged in our school. Great emphasis is placed on the meaningful participation of parents in the education of their children. Parents/guardians are encouraged to meet with teachers throughout the year. We welcome parents to share their expertise to enhance learning opportunities for our pupils. Parents are also invited to support our school through active participation in the Parents' Association.

Primary Education is the foundation for all subsequent advancement in the education system. The most formative years in a young person's development are spent at primary school. We hope these years in Holy Family National School will be happy years after which our pupils leave with good work habits formed, with literacy and numeracy skills appropriate to their age and pace of development, with a keen understanding of the arts and above all with sound social, moral and ethical development. Mar a deirtear "Tús maith leath na h-oibre."

If you would like to visit the school or if you have any queries, please contact the school secretary at (066) 7124161 and make an appointment.

Cuirfear fáilte romhat i gcónaí.  
Yours sincerely,

Maria O' Regan  
**Principal**

# General aims of our school

In our school, we see education as an extension of the home. We believe in the education of the whole child. We hope to help every child realise his/her maximum potential and equip them with the ability to enjoy their time at school.

Our aim is to make your child's stay in school a happy one and to instil positive attitudes towards learning and living. The chance of a child being happy in school, plus emerging as a well-adjusted, confident and well-informed valuable member of the community is greatly increased by co-operation between parents and teachers. You can help by coming to us if you have a concern about your child's progress in school.

Our main aims are:

- to nurture in the child a spirit of co-operation, kindness, self-discipline, respect, enthusiasm and independence.
- to ensure a sound social, moral and ethical development.
- to enable the child to have a strong grasp of literacy and numeracy.
- to foster skills in handwriting, handcrafts, music and other creative arts and to have an appreciation of nature and the environment.
- to develop a knowledge and appreciation for one's heritage, through promotion of the Irish language and through the study of history, geography and nature studies.
- to encourage an enjoyment of physical activities.

It is only with your co-operation that we can achieve them.

A full list of our administrative and curricular policies may be obtained from the school website or from the office on request.

**Website:** [www.hfstralee.com](http://www.hfstralee.com)

**Email:** [info@hfstralee.com](mailto:info@hfstralee.com) OR [secretary@hfstralee.com](mailto:secretary@hfstralee.com)

**Telephone:** 066 - 7124161 (school office)

089 7678544 (Ciara Culloty, Home School Community Liaison Co-ordinator)

# School Day

The school day begins at 9.00 a.m. and finishes at 1.40 p.m. for Junior & Senior Infants. Pupils from 1<sup>st</sup> - 6<sup>th</sup> class finish at 2:40 p.m.

Junior & Senior Infant children may be brought straight to their classrooms in the morning. All other children remain in the yard until the bell rings (except in inclement weather).

**Children should not arrive at the school before 8.40 a.m. Supervision begins at this time.**

The school provides supervision from 8.40 a.m. but does not accept responsibility for pupils who enter the school grounds before 8.40 a.m.

It is important that you give your child the benefit of a full day at school by ensuring that he/she is in school on time and is not collected early except when necessary e.g. medical appointment etc.

It is school policy that all children must be signed out at the office when it is necessary for the child to leave during the school day for medical appointments, etc.

All pupils should leave the premises promptly when school is finished, unless they are engaged in supervised extra-curricular activities or are waiting for a bus.

## **Parents of new Junior Infants**

It is only natural that parents may be concerned about their child settling in to school. The best way to achieve this is to make the break with the child as early as possible. After you have gone the child usually settles down quickly. Waiting outside the door or looking in the window only makes the settling down process more difficult and upsetting for parent and child alike.

## **School Attendance**

Under the Education Welfare Act 2000 every child is obliged to attend school every day on which the school is in operation unless there is a reasonable excuse for non-attendance. The school authorities are obliged to notify the National Education Welfare Board (NEWB) when a child has been absent for 20 days in any school year. The NEWB may then pursue this matter further, which may include a visit from an Educational Welfare Officer.

Holy Family School will inform parents by text when their child has been absent for 10 days and again when their child has been absent for 15 days. Parents will receive a letter when the child has missed 20 days informing them of referral to the Education Welfare Office.

# School Attire

Wearing of the Holy Family School uniform is mandatory on all days except on your child's P.E. day when the school tracksuit must be worn. Your child will be informed of his/her P.E. day each September by his/her teacher.



**Girls:** Grey gym slip/skirt/trousers, white shirt, Holy Family School jumper with crest, Holy Family School tie, grey socks/tights.

**Boys:** Grey trousers, white shirt, Holy Family School jumper with crest, Holy Family School tie.



## SCHOOL UNIFORM OUTLETS:

- Shindig School Wear, Tralee (contact details below)
- Dan Fitzgerald, The Mall, Tralee

## SCHOOL TRACKSUIT OUTLET

### **Please note:**

Holy Family School Tracksuit Top is available from Shindig School Wear only.

Plain black tracksuit leggings may be worn.

## **Shindig School Wear**

### **Stockists of school uniform and tracksuit**

- Shindig School Wear offers a free mobile/delivery service for Holy Family National School.
- Ciara is contactable Monday to Saturday on:  
**087 3924894 /066 7127838 / WhatsApp**
- Email: [shindigtralee@gmail.com](mailto:shindigtralee@gmail.com)

# Home/School Links

One formal Parent/Teacher meeting is held per annum outside school hours, to discuss pupils' progress. Teachers are always available by appointment to meet a parent where necessary. At the end of the school year a formal report of pupil's progress is forwarded to parents/guardians.

## Changes to contact details

Please inform the school of any changes to your contact details submitted on the Enrolment Registration Form as soon as possible. It is essential that we have current and updated details of postal addresses, email addresses and phone numbers.

## Home School Community Liaison Co-ordinator

Ciara Culloty is our Home School Community Liaison (HSCL) Co-ordinator.

The HSCL programme is in place across the country as we recognise the importance of parents in their child's education. It would be very difficult for us to teach your children without involving you, the parents, in the process. It is the job of the HSCL to create links between the school, the home and the community. This is a supportive role with Ciara being here to support parents in the education of their children.

Part of the job of the HSCL includes:

- Visiting parents to offer support relating to their child's education. Maybe pupils are not attending as often as they should be, are having trouble in their friendship groups or find it difficult getting organised for school. Ciara's role is to offer a friendly ear and support.
- Organising courses and activities for parents e.g. parents' school tours, courses such as cooking, crafts and first aid. All courses are free of charge.
- Helping with transitions from preschool to primary and from primary to secondary school.
- Ciara is on hand to help any parent who might be interested in furthering their own education or learning a new skill.
- Creating positive relationships between the school and the families of our pupils. As HSCL Ciara does not deal with discipline in the school, her role is to purely support parents in their dealings with the school.

We look forward to working together to help your child reach their potential here in Holy Family School.

Ciara can be contacted on 0894678544 or by email [hscl@hfstralee.com](mailto:hscl@hfstralee.com).

**Remember -** *When you give time to the school, you help your child.  
When you give time to your child, you help the school.*

Holy Family National School promotes a healthy lifestyle among pupils and staff and is one of a number of Health Promoting Schools throughout the country.

## General Healthcare

Parents are requested not to send children to school when sick or when taking antibiotics. Please make your child's teacher aware of any physical disabilities or allergies which he/she might have.

## Lunches

Holy Family School received DEIS status in September 2022. As a result, healthy school meals are provided free to all children in Holy Family School under the Department of Social Protection's budget. This programme provides a snack and hot food each day. Therefore, children only need to bring in drinks.

Before a child commences school, parents are asked to download an app which enables the ordering of desired meals for their children each week in advance. Further details will be provided to parents in September.

Good eating habits in early years make for healthy adults later. Holy Family National School has a school rule not allowing 'junk food' in school.

## Safety Guidelines

- Mobile phones are not allowed in school. If brought into school mobile phones will be confiscated, held in a safe place by the principal and will be returned to the child's parent.
- In the event that your child is taking medicine, the school must be informed in advance. Parents are asked to sign a Consent Form giving permission to a designated staff member to administer the medication.
- All medications, inhalers etc. will be kept in the office.
- Requests from parents to allow their child to stay inside during break times cannot be accepted. A child who is too sick to play with his/her peers or go outside during break times should not be in school. The school is unable to provide adequate supervision both inside and outside the school during break times.
- Access to the school building for parents, visitors etc. is through the main door only. Pupils enter the school through their respective doors. All doors are closed at 9.00a.m. and anyone (parents, pupils or visitors) wishing to gain access to the school must call to the office.

## Green School Project

Holy Family National School has always been a school which promoted among its staff and pupils an awareness of the environment and of the necessity to make the school community conscious of its obligations to preserve our 'green community' through the reduction of waste and waste re-cycling.



Green School Committee 2022/23

The Green Schools Award is a Europe-wide project designed to encourage and acknowledge whole-school action for the environment. Holy Family National School recently received its 7<sup>th</sup> Green Flag.

## How can Parents Help?

Parents play a very important part in their children's education. Parents should encourage their children to respect the environment and not to litter. They should lead by example.

*Ar scáth a chéile a mhaireann na daoine.  
By working together, we can achieve the desired result.*

## Bicycles

Research shows that children under 12 do not have the skills and experience required to be safe in traffic on their own and should only cycle accompanied by an adult or responsible person.

Parents should decide whether their child is fit to cycle on public roads. When doing so they should be confident that their child possesses the appropriate skills and training. It is important that your child understands and is protected against potential hazards.

For more information on safe cycling see [www.rsa.ie](http://www.rsa.ie)

## Parking

**N.B. The school car park is reserved for staff cars. Please do not enter the car park when dropping or collecting children.**

Parking on the roadway outside the school is prohibited by law. Parents dropping off or collecting children may park in Garvey's Car Park free of charge for a limited period around school starting and finishing times.

## School Books



This year we are delighted to announce that all books, workbooks and copy books will be provided to your child free of charge. This is as a result of funding received from the Department of Education recently. There will be a requirement for a contribution towards art, crafts and photocopying to be paid to the school via the EOLAS (school app).

## Primary School Curriculum

The Curriculum is presented in six subject areas, some of which are further sub-divided into subjects. These are language (Gaeilge and English), Mathematics, Social, Environmental and Scientific Education (S.E.S.E.) (History, Geography and Science), Arts Education (Visual Arts, Music and Drama), Physical Education and Social, Personal and Health Education (S.P.H.E.)

### English

The English Curriculum is structured to offer children a total language experience in which oral language, reading and writing are fully integrated.

In Holy Family National School we are delighted to offer our pupils the opportunity to participate in our 'Literacy Lift-Off' programme. This is an intensive programme aimed at increasing each child's competency in oral language, reading and writing. Results have shown that this programme increases the complexity of what pupils can master in both reading and writing.

In addition to a dedicated School Library, each classroom is equipped with a large stock of suitably graded reading material according to the pupil's interests, abilities and needs. This is augmented annually by new purchases and by Kerry County Library.

### Gaeilge

A child's attitude to learning the Irish language generally tends to reflect that of his/her parents. Where parents have a positive attitude towards the language the child generally does well at it and the reverse is also the case.

We are proud to announce the introduction of the most recent, innovative Irish programmes throughout our school. Our teaching methodologies of the subject are designed to make the learning of Irish a simpler and more enjoyable experience for the pupils of our school.

### Numeracy

Holy Family National School recognises that numeracy is a vital skill in today's world of Science and Technology. Therefore, we employ a number of curriculum-enhancing tools such as 'Numicon' and 'Mata sa Rang' in the junior classes and 'Mathletics', IZAK9 and Khan Academy in the senior classes. Our junior classes use 'Ready, Set, Go Maths' which is a hands-on approach to learning mathematical concepts in the Infant classrooms. The classroom teacher and our Special Education Teachers work with the pupils in small groups called stations. Different Maths activities take place at each station using concrete materials such as unifix cubes, plastic dinosaurs, counting bears and logic blocks. The Ready Set Go Maths Programme gives your child a wonderful foundation in Maths in a fun and exciting way.





## ICT

All classrooms are equipped with interactive whiteboards. They are used to complement teaching and learning in our school. Our pupils are afforded every opportunity to enhance and develop their ICT skills. They have access to iPad devices and other relevant ICT equipment to complement the teaching and learning process.

## Religion

We welcome pupils of all religious denominations. Our religious and moral values are guided by the catholic ethos which promotes and fosters the full and harmonious development of all aspects of the individual.

Responsibility for a child's religious education primarily rests with the parents. The school can assist in this job, but what is taught in school is meaningless if it is not backed up by action and example in the home.

Two critical years in a child's religious formation are 2<sup>nd</sup> and 6<sup>th</sup> when they receive First Holy Communion and Confirmation respectively. The school assists in preparing your child for these sacraments and holds meetings throughout the year to inform parents on relevant matters. The school chaplain visits the school regularly to speak to children in various classes.

First Holy Communion and Confirmation for Holy Family National School pupils takes place in Our Lady & St. Brendan's Church in March and May. As soon as dates are finalised parents are informed.



## Homework

Homework provides an important link between home and school and reinforces what the child has learned during the day. It is important that parents take an active interest in their child's homework whether the child is in a junior or senior class. Make sure that the homework is done neatly and that the child has a quiet place in which to do it away from distractions like loud music or television. Children like routine and it is good to have a fixed time for doing homework each evening.

When you are satisfied that the child has completed his/her homework to the best of their ability, please sign his/her copy and/or homework journal.

Oral work is as important as written work so listen to your child reading, ask questions, examine spelling etc.

If your child is having continuous problems with his/her homework and/or is spending excessive time at it, please contact his/her teacher and they will be pleased to discuss the matter with you.

- Holy Family National School also has an On-Campus After School Club service with **Wise Owl's After-School Club**. They provide many activities e.g. zumba, yoga, drums, science, athletics, affordable language and music lessons, to name but a few. For more information please contact 087 4480242.

# Extra Curricular Activities

As your child progresses through the school he/she will have an opportunity to partake in a wide variety of sports and games. Our commitment to P.E. and sport is evident from the many past pupils who have become present day stars. We are greatly supported in our endeavours by the availability of local playing pitches and a sports hall. Aquatics are an important strand of the school P.E. programme. This requirement is fulfilled by the provision of swimming classes for our pupils during the first and second school terms.

We promote active participation in various cultural and educational events including Credit Union Quiz, Listowel Writers Week, Féile na mBláth, Siamsa Tíre events etc.

We promote learning through various educational board games. Pupils can also avail of the opportunity to participate in lunchtime supervised table tennis competitions.

Here is a snapshot of the many activities in which the children of Holy Family National School partake:

- Junior Entrepreneur Programme (JEP)
- Eason Spelling Bee Competition
- Various School Quizzes
- Tráth na gCeist
- Many sports competitions
- ITTch Programme
- VEX Robotics

- Literacy Lift-Off
- Mata sa Rang
- Maths Blitzing
- Splash Maths
- Khan Academy
- Izak9
- Choir
- Tin Whistle

- Gaelic Football
- Hurling
- Basketball
- Tag Rugby
- Swimming
- Soccer
- Table Tennis
- Chess

## Organisation of the school

Holy Family School caters for approximately 250 pupils.

### Staffing

- Administrative Principal
- 1 Home School Community Liaison teacher
- 13 Class Teachers
- 8 Special Education Teachers
- 1 Reading Recovery Teacher
- 6 Special Needs Assistants
- 1 Secretary
- 1 Caretaker

### Post-Primary Schools

After they have completed 6<sup>th</sup> class in Holy Family National School children transfer to one of five second level schools in Tralee town.

#### TRALEE TOWN SECONDARY SCHOOLS:

1. St. Mary's C.B.S., The Green, Tralee.  
TEL: 066 714 5824
2. Mercy Mounthawk, Tralee.  
TEL: 066 710 2550
3. Coláiste Gleann Lí, Tralee.  
TEL: 066 712 2552
4. Gaelcholáiste Chiaráí, Tobar Muí Doire, Traighlí.  
FÓN: 066 712 1650
5. Presentation Secondary School  
TEL: 066 712 2737

## Parents' Council

Parents of children attending the school are invited to become members of the Parents' Council at the A.G.M. held in October each year. The Parents' Council meet on a regular basis to discuss school-related matters.

Chairperson:	Dorota Stefan
Secretary:	Siobhán Flynn
Treasurer:	Patrick Flynn

## Board of Management

The Board of Management is responsible for the direct government of the school, the conducting of correspondence and the appointment of staff in accordance with approved procedures.

Mr. Barry Murphy	Chairperson
Mrs. Maria O'Regan	Secretary/Principal
Mr. David Moran	Treasurer
Fr. Amos	Patron's Nominee
Mrs. Kathy McCarthy	Community Representative
Mr. Tommy Lyons	Teachers' Nominee
Mr. Patrick Flynn	Parents' Nominee
Mrs. Dorota Stefan	Parents' Nominee

## Buses

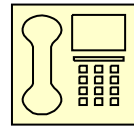


A number of private bus operators serve Holy Family National School.

Ryall Travel	(087) 2519299/(086) 1050218
Bimpee Bus	(087) 6265657

Bus Eireann operates in the Ballyroe direction with a collection at 2.45 p.m. **only** from Balloonagh. Application forms for this bus can be got from Bus Eireann Office.

## Useful Telephone Numbers



<b>SHINDIG School Shop</b>	087 3924894/066 7127838
Holy Family National School	066 7124161
St. Brendan's Presbytery	066 7125932
O' Mahony's Bookshop	066 7122266
Polymaths Bookshop	066 7125035
Eason's Bookshop	

## Useful Websites for Parents



[www.ncca.ie](http://www.ncca.ie) - Primary School Curriculum

[www.npc.ie](http://www.npc.ie) - Tips for Parents

[www.staysafe.ie](http://www.staysafe.ie) - Parents' Guide to Stay Safe Programme

<http://www.webwise.ie> - Internet Safety