

Creagh National School



Ballinasloe,
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Chairperson:
Principal:

Fr. Declan McInerney
Ms. Stephanie Keating

Brief Guidelines for New, Visiting & Substitute Teachers

Welcome to Creagh N.S. We hope the following information will help you for the duration of your time in our school.

Principal: Stephanie Keating

Chairperson of the Board of Management: Fr Declan Mc Inerney

Deputy Principal: Noel Lohan

Designated Liaison Person for Child Protection:
Stephanie Keating

Deputy Designated Liaison Person for Child Protection:
Noel Lohan

Please ensure you read our Child Protection Statement & Policy available on our school website.

School Secretary: Ann Haynes

Caretaker: Joe Murphy

School Website: www.creaghns.com Please visit our website where you will find electronic copies of our school policies and procedures as well as other relevant school information

In School Management Team

- Noel Lohan: Literacy and Numeracy
- Mary Barrett: PE/Health and Safety
- Aine Bleahene: Science/Green Schools

- Majella O Rourke: Gaeilge/School Website
- Caroline Gallagher: Visual Arts/Rental Books
- Regina Power: I.T.

Pastoral Care Team

Stephanie Keating
 Aisling Connaughton
 Shane Dolan
 Ann Farrell

Please provide the following details prior to starting work:

- Copy of your teaching council registration certificate/ Garda Vetting Report / Statutory Declaration etc.
- Photo identification e.g. driving licence or passport
- PPS Number
- Contact details of relevant recent employers for reference checking.
- Banking Details if this is your first employment by the DES.
- Emergency Contact Number for our Critical Incident Policy

General Guidelines

- Where possible, work completed during class should be corrected.
- **Roll Book:** Please call the roll at 10.10a.m. daily, using black pen. Please send your numbers to the School Secretary so that they may be uploaded to the Aladdin System. For long term subbing, you will be given access to the Aladdin System by the school secretary.
- **Pupils with Allergies:** Please familiarise yourself with any pupils in your class who may have an allergy. This confidential list is in the roll book. If you require any assistance in this regard, please consult with the Principal/Deputy Principal.
- Place any letter/notes addressed to the teacher in the roll book. If children have money, note the names and amounts and send the money to the secretary's office.
- Please follow the **scheme of work and the timetable** left by the class teacher. If in doubt, consult with the Principal.
- If the class teacher has not left work then please check with the School Secretary for an Emergency Folder of work appropriate for the class level.

- If you are replacing a SEN teacher, consult briefly with the class teacher to arrange what work should be covered with each child/group. In addition, please consult with Ann Farrell, Learning Support Team.
- If you are involved in a discussion or you overhear anything about another child or staff member, this must be kept confidential. If you have any concerns in relation to anything of this nature, please consult with the Principal.
- School opens for the reception of pupils at 9.20a.m. You collect your class at this time from the designated area.
- **Break: 11a.m.-11.10a.m.** Pupils remain indoors for this break. Please do not leave your class until the supervising teacher takes over.
- **Lunch:** Pupils eat lunch indoors 12.20p.m. Outdoor: 12.30pm – 1p.m. Please see your pupils safely out of the room but do not allow onto the yard until the supervising teacher takes over. Collect children from the yard at 1p.m.
- **Time Out from Work:** 2p.m-2.05p.m. If teachers wish to leave the class at this time, the buddy system must operate.
- **Buddy System:** Pupils should never be left unsupervised even for brief periods. If you need to leave your classroom, please ensure that the buddy system operates i.e. leave your classroom door open, inform the teacher nearest to you that you are stepping out and leave his/her door open also.
- **Drinks:** Pupils do not leave drinks on the tables during class time. They may take a drink at 11.am., lunch time (12.30p.m. and again at 1p.m.) and at the 2p.m. time out break. Exceptions will always be made for pupils who must take a drink for medical reasons.
- **Supervision Rota:** On display in the classroom. Please check this rota on your arrival. If you are on yard supervision, please take your breaks as follows: Morning Break: 10.50a.m. Lunch Break 12.15a.m. Please ensure you operate the buddy system so that your class remains supervised at all times. As well as morning and lunch supervision, you are required to do outdoor supervision at 3p.m. in the area specified on the rota. This is a ten minute supervision period to safely see the pupils off the school premises.
- **Code of Behaviour:** Please ensure that you are familiar with the rewards and sanctions procedures as per the school's Code of Behaviour. Consult the Principal immediately in relation to any serious incidents of misbehaviour.

- **Anti Bullying Policy:** Please ensure that you read the school's Anti Bullying Policy. Consult the Principal immediately if you have any concerns in this regard.
- **Library Timetable:** On display in the classroom. This timetable also operates for use of the laptops.
- **Hall Timetable:** On display in the classroom.
- **School finishes:** Infants – 2p.m. - Other classes – 3p.m. Pupils travelling on the CIE bus are allowed to leave the building on the first bell. Teacher will supervise as they exit the premises.
- **School Calendar:** The calendar for the year is posted on the school website.
- **Staff Meetings:** The schedule for staff meetings is included in the Croke Park Hours Memo available from the Secretary.

If you have any further queries, please do not hesitate to ask.

Your sincerely,

Stephanie Keating, Principal

