

New Teacher Information Sheet

Scoil Chiaráin Naofa, Doorus NS

Contact details:

Telephone: (091) 638645

Email: doorusns@gmail.com

Teachers:

Junior and Senior Infants – Helen O’ Riordan (Deputy Principal)

First and Second Class – Helena Taylor /Ms Claire Roche

Third and Fourth Class – Aonghus McNamara

Fifth and Sixth Class – Martina Tarpey (Principal)

Special Education Teachers – Patrick Bonner

Mr Brendan De Courcy MacDonald

School Secretary – Caroline Shaughnessy (in on Mondays only)

School Hours:

9am	Doors Open--Supervision
9.10am	Am Rolla—Tionól-(Assembly)
9.20a.m	Classes Begin
10.30a.m	Fruit Break
10..50- 11.00	Lón sa Rang—(Jnr Inf-Rg 2)
11.00 – 11.15am	Am Sos (Junior Infants – 2 nd Class)
11.15 – 11.30am	Am Sos (3 rd – 6 th Class)
12.30 – 12.40	Lón—sa rang
12.40 – 1.10	Am Sos
3.00pm	Dul Abhaile

During Covid the following adjustments have been made to the School Timetabe in order to maintain school Class Bubbles within the school..We will revert to the original time table above once advised by Dept of Ed.once the threat of Covid is over.

School Hours:

9am	Doors Open--Supervision
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9.00am	Am Rolla—Tionól-(Assembly)
9.20a.m	Classes Begin
10.30a.m	Fruit Break
10.45-11.00	Lón/—(Jnr Inf-Rg 2)
11.00 – 11.15am	Am Sos (Junior Infants – 2 nd Class)
11.15 – 11.30am	Am Sos (3 rd – 6 th Class)
12.30 – 1.10pm	Lón—Am Lón /Sos Mór (Junior Inf-Rang 2)
1.10pm-1.50pm.	Lón/Sos Mór (Rang 2-Rang 6)
2.45 p.m	Children who travel on the bus ---Dul Abhaile
2.50pm	Dul Abhaile—Rang Junior Infants—Rang 2
3.00 p.m	Dul Abhaile (Rang 3-6)

Supervision

Supervision timetable is posted on the staff room notice board.

If it is dry, children go outside before school and during lunch breaks. If it is wet, they wait in the hall before school and stay in classroom during lunch breaks. At big break, Junior and Senior Infants are in the front yard, 1st – 6th classes are in the back yard.

Teacher on duty after school remains at school door until all children are gone. They ensure that children with special needs are collected safely from gate or that children go to after school.

Photocopying and materials

There is a black photocopier/printer in staff room which is connected to each class printer. Passwords for computers will be given to new teachers by teacher they are covering for. Art materials are kept in each room, with spare resources kept in the hall. Boxes of science and maths materials are kept in large boxes in Mr. McNamara's room. Books and additional resources are kept in store room of classroom.

Administration

The roll is kept online on Aladdin (should automatically log in on each computer).

First Aid

First Aid kit is in the staff room.

If a child is sick and needs to go home, their parent's numbers are on a list in the office to ring them to collect child.

A Medical Alert Card will be available for children who have severe allergies or health conditions in their classroom. This outlines the child's condition/allergy and their treatment in case of emergency. Medical administrations for children must be given to you in writing by parent.

Other

Children who go out to Special Education Teachers will either be collected at the door by their teacher or will be called by child previous to them.

The staff toilet is located next to the staff room.

Other general information about school is provided in Starting School booklet in office. or doorusns.ie including Scoil Chiaráin's policies in relation to Covid Regulations/Organisation and Activities

This document will be updated annually.