

# St Andrew's College

Ardens Sed Virens



## Parent Handbook 2023-2024



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# Welcome

St. Andrew's College extends a warm welcome conveying the vibrant and ambitious atmosphere that permeates the institution in the form of this Parent Handbook. Recognising the value of a child's time in school, St. Andrew's College emphasises the holistic development of its students, cultivating skills, talents, and lifelong friendships. Beyond academics, St. Andrew's College prepares students for life outside the classroom, aiming to equip them with the knowledge, skills, and qualities needed to thrive as successful global citizens and contribute to building a better world.

St. Andrew's College prides itself on creating an engaging and successful learning environment that fosters each student's potential, instilling a love of learning and encouraging active participation. Academic excellence is coupled with a commitment to personalised pastoral support, ensuring that students' individual needs are met. St. Andrew's College places great importance on character development, nurturing responsible and purpose-driven individuals with a strong moral compass.

With a focus on preparing students for an ever-changing world, St. Andrew's College strives to provide them with the necessary skills, confidence, and qualifications to succeed. We aim to create memorable experiences and leave a lasting impact on students' lives. St. Andrew's College values the relationships built with students, parents, guardians, and the wider school community, and maintains high expectations of behaviour and achievement.





Inspired by our **HISTORY**, strengthened by our  
**PHILOSOPHY** and driven by our **MISSION**

St Andrew's College strives to ensure that our students understand the importance of self-development and feel happy, secure and cared for, commit themselves to learning and leave the College having gained an education for life supported by newfound courage, resilience and forethought, ready for their next chapter in life.

# Senior Leadership Team



Ms Louise Marshall  
Principal  
PA: [aryan@st-andrews.ie](mailto:aryan@st-andrews.ie)



Mr Rob Micallef  
Acting Principal  
PA: [aryan@st-andrews.ie](mailto:aryan@st-andrews.ie)



Mr Ivan Schuster  
Chief Financial Controller  
[ischuster@st-andrews.ie](mailto:ischuster@st-andrews.ie)



Ms Cérda Carroll  
Acting Deputy Principal  
[ccarroll@st-andrews.ie](mailto:ccarroll@st-andrews.ie)



Ms Maeve Costigan  
Deputy Principal  
[mcostigan@st-andrews.ie](mailto:mcostigan@st-andrews.ie)



Ms Mary Keddy  
Deputy Principal  
[mkeddy@st-andrews.ie](mailto:mkeddy@st-andrews.ie)



Ms Denise Buckley  
Junior School Principal  
[juniorschool@st-andrews.ie](mailto:juniorschool@st-andrews.ie)



Mr Joseph Flynn  
Junior School Deputy Principal  
[juniorschool@st-andrews.ie](mailto:juniorschool@st-andrews.ie)

The Senior Leadership Team at St. Andrew's College works with the support of, and in conjunction with, the following:

- ✓ Teaching Staff
- ✓ Year Teams
- ✓ Guidance
- ✓ Support for Learning
- ✓ Students
- ✓ School Office
- ✓ Parents/Guardians
- ✓ Ancillary and Support Staff





# Visiting the School

Any visitors to the school must present themselves to the senior school reception and sign in with the receptionist. The full name, time, date, and name of person being met with during the visit must be fully disclosed.

Visits to the school should be organised ahead of time with the person of interest, whether that be a member of the teaching staff, management, SFL, guidance department, or support staff. Unexpected visits to the school cannot always be facilitated.

# Parking Regulations



## Safety

Speed limits posted inside the College grounds must be observed at all times. Stop before you exit the campus by the back gate, as you are crossing a public footpath. Give way to pedestrians using the public footpath at both gates and leave the College grounds carefully.



## Rosemount Terrace/McCabe's Villas

Access to Rosemount Terrace/McCabe's Villas in the early morning and in the afternoon is only through the College grounds, as two-way traffic on Rosemount Terrace causes severe traffic congestion. Please do not stop or park on the yellow lines along Rosemount Terrace or McCabe's Villas.



## Parking

Numbered parking spaces in the College grounds are provided for staff and should not, therefore, be used by parents/guardians during the working school day. The Disabled parking spaces should be kept clear at all times and are for the use of disabled drivers only.



## Drop-Off

The designated Set Down areas are provided for parents/guardians to drop their children at school. They are not parking spaces and should not be used for this purpose. These areas can also be utilised for short, temporary visits such as dropping in students' belongings.



## Collection

The Set Down areas can be used for collection, if collection is immediate. If a parent/guardian arrives early to the College, they should park in the car park and wait for the student to arrive. This is to avoid congestion and blockages at the exit and Set Down areas.



# *Senior School*



# General Information

## The school day

The school day begins for students at 8.45am with registration. Students must attend registration every morning and sign in with their Form Teacher. Students arriving late must sign in at reception before proceeding to registration or class.

The school day runs from 8.45am until 3.55pm Monday to Friday, with the exception of Wednesday, which runs from 8.45am until 1.15pm.

Break time runs from 11.35am until 11.55am and lunchtime runs from 1.15pm until 1.55pm. With the exception of Sixth Years, students are not allowed to leave the school premises during these times without permission.

## TO CONTACT A MEMBER OF STAFF:

Unless stated otherwise, please use the following format:

**First letter of forename + surname + @st-andrews.ie.**

For example, John Doe would be [jdoe@st-andrews.ie](mailto:jdoe@st-andrews.ie).

If you are ever unsure, please contact reception:

Email: [information@st-andrews.ie](mailto:information@st-andrews.ie)

Phone: 01 288 2795

# Reception

The senior school reception is open from 8am to 5pm Monday to Friday. Please note, reception remains open during break and lunchtimes.

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**Phone** (01) 288 2785

**Email** [information@st-andrews.ie](mailto:information@st-andrews.ie)

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**Address** St Andrew's College  
Booterstown Avenue  
Blackrock  
Co Dublin  
A94XN72

**Website** <https://www.sac.ie/>



# Year Heads



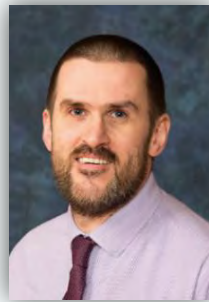
Ms Laura Griffin  
First Year Head

[lgriffin@st-andrews.ie](mailto:lgriffin@st-andrews.ie)



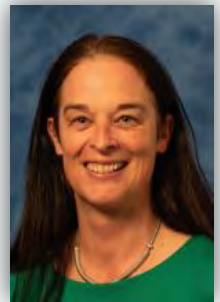
Mr Gary Quinn  
First Year Head

[gquinn@st-andrews.ie](mailto:gquinn@st-andrews.ie)



Mr Eoin Fahey  
Second Year Head

[efahey@st-andrews.ie](mailto:efahey@st-andrews.ie)



Ms Eimear Sloan  
Second Year Head

[esloan@st-andrews.ie](mailto:esloan@st-andrews.ie)



Ms Noelle de Courcey  
Third Year Head

[ndecourcey@st-andrews.ie](mailto:ndecourcey@st-andrews.ie)



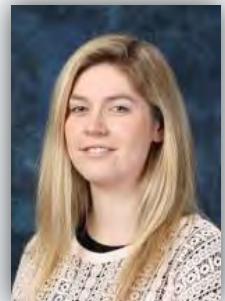
Mr David Jones  
Third Year Head

[djones@st-andrews.ie](mailto:djones@st-andrews.ie)



Mr Matthew Hickmott  
TY Coordinator

[mhickmott@st-andrews.ie](mailto:mhickmott@st-andrews.ie)



Ms Michelle Moran  
TY Year Head

[mmoran@st-andrews.ie](mailto:mmoran@st-andrews.ie)



Mr David Feery  
Fifth Year Head

[dfeery@st-andrews.ie](mailto:dfeery@st-andrews.ie)



Ms Audrey Talbot  
Fifth Year Head

[atalbot@st-andrews.ie](mailto:atalbot@st-andrews.ie)



Mr Diarmuid Canning  
Sixth Year Head

[dcanning@st-andrews.ie](mailto:dcanning@st-andrews.ie)



Ms Brianán McGrane  
Acting Sixth Year Head

[bmcgrane@st-andrews.ie](mailto:bmcgrane@st-andrews.ie)



Ms Julie Gillane  
IB Coordinator

[jgillane@st-andrews.ie](mailto:jgillane@st-andrews.ie)



Mr William Hehir  
IB Coordinator

[whahir@st-andrews.ie](mailto:whahir@st-andrews.ie)



# Student Punctuality & Attendance



Students must attend registration every morning at 8.45am and sign in with their Form Teacher.



If a student arrives late to school, they must sign in at reception before going to class. A late note should be submitted on the school app by a parent/guardian if a student is going to be late.



If a student is leaving school early, they must have an exeat submitted by a parent/guardian on the school app under 'Permission to Leave' and they must sign out at reception. If a student does not have an exeat, they should present themselves to their Form Teacher, Year Head or relevant Deputy Principal.

# Uniform

The College has a strict uniform code which must be upheld. Students are expected to wear the correct uniform at all times while attending College and/or outside College on a College-related activity, unless otherwise instructed. It must always be kept clean and tidy. Rules relating to hairstyle, jewellery and piercings must be adhered to at all times.

Non-adherence to the uniform code may result in a sanction at the discretion of the Form Teacher, Year Head or Deputy Principal. It should be noted that smoking cigarettes or e-cigarettes on College trips or outside the College grounds while in uniform is prohibited and subject to an automatic suspension.

**Uniformity in Dun Laoghaire is the official supplier of the College uniform.** The list of uniform items and the breakdown of permitted hairstyles, jewellery and piercings can be found on the school website [here](#).

More information on the uniform policy can be found on the school website [here](#).





# ST ANDREW'S SENIOR COLLEGE

## UNIFORM GUIDE - SCHOOL FORMAL

**C** COMPULSORY ITEM

\*New uniform additions will be phased in over the 2023/24 academic year

**01** ST ANDREW'S SNR COLLEGE  
SOFTSHELL JACKET

**02** ST ANDREW'S SNR COLLEGE  
PADDED JACKET

\*New

**03** ST ANDREW'S SNR COLLEGE  
SCHOOL PULLOVER

1st-4th Year Regulation Pullover

**04** ST ANDREW'S SNR COLLEGE  
SCHOOL PULLOVER

5th-6th Year Regulation Pullover

\*Senior College\* denoted below crest

**05** WHITE SCHOOL SHIRT

**06** WHITE REVERE SCHOOL  
BLOUSE

**07** ST. ANDREW'S COLLEGE TIE

1st-4th Year (Crested Striped Tie)

5th-6th Year (Crested Navy Tie)

**08** GREY TROUSERS

**09** ST. ANDREW'S COLLEGE  
GREY SKIRT

**10** GREY SOCKS

**11** SCHOOL FOOTWEAR

Black formal footwear only

**12** ST. ANDREW'S COLLEGE  
SCHOOL HAT & SCARF

**13** UNIFORM LABELS

TO AVOID LOST PROPERTY, IT IS  
RECOMMENDED ALL ITEMS BE  
CLEARLY MARKED, WITH NAME TAPE  
OR INDELIBLE MARKER







# ST ANDREW'S SENIOR COLLEGE

## UNIFORM GUIDE - SCHOOL SPORTS

**C** COMPULSORY ITEM

\*New uniform additions will be phased in over the 2023/24 academic year

### P.E. UNIFORM

**01** \*ST. ANDREW'S COLLEGE P.E. HOODY



**02** ST. ANDREW'S COLLEGE FLEECE TOP



**03** ST. ANDREW'S COLLEGE P.E. SHIRT



**04** ST. ANDREW'S COLLEGE P.E. SHIRT



**05** ST. ANDREW'S COLLEGE P.E. SHIRT



**06** ST. ANDREW'S COLLEGE P.E./HOCKEY SHORTS

**07** ST. ANDREW'S TRACKSUIT BOTTOMS

**08** ST. ANDREW'S COLLEGE LEGGINGS

**09** ST. ANDREW'S COLLEGE P.E. SHORTS



### EXTRA CURRICULAR UNIFORM

**10** ST. ANDREW'S COLLEGE RUGBY JERSEY

For competitive matches

**11** ST. ANDREW'S COLLEGE HOCKEY JERSEY

For competitive matches

**12** ST. ANDREW'S COLLEGE RUGBY SHORT

For competitive matches

**13** ST. ANDREW'S COLLEGE HOCKEY SKORT

For competitive matches

**14** ST. ANDREW'S COLLEGE TRAINING TOP

**15** ST. ANDREW'S COLLEGE SPORT SOCKS

**16** ST. ANDREW'S COLLEGE SPORTS HOLDALL

**17** MOUTHGUARD

Compulsory for Rugby & Hockey





# Lockers

Lockers Coordinator	
Mr William Hehir	<a href="mailto:whehir@st-andrews.ie">whehir@st-andrews.ie</a>

Every student in the College is provided with a locker at the start of every academic year. All lockers are supplied with a combination padlock. Students must use this lock for the duration of the academic year and must leave the lock in place when they empty their locker at the end of the summer term.

Students are not permitted to use their own lock except in exceptional circumstances. In such instances, they must have the permission of the Lockers Coordinator.

More information can be found in the Locker Policy on the school website [here](#).



# Lost Property

## Lost Property Coordinator

Ms Aimee Llewellyn Jones

[ajones@st-andrews.ie](mailto:ajones@st-andrews.ie)

Lost Property is located in the corridor leading to the canteen.  
Only **CLEARLY NAMED** items will be retained for collection.

Please ensure all garments, books and items are clearly marked.





# Programme Overview

St Andrew's College senior school offers the following courses:

- Junior Cycle Programme (1st – 3rd Year)
- Transition Year
- Leaving Certificate (5th/6th Year)
- International Baccalaureate Diploma Programme (5th/6th Year)

Our curriculum is structured to meet the following aims and objectives:

- ✓ To further the intellectual, creative, aesthetic, practical, moral, spiritual, physical and social development of all students
- ✓ To enable students to acquire the skills and qualifications which will allow them to progress beyond school into higher education and/or employment



# Junior Cycle Programme

*(1st – 3rd Year)*

Business Studies	German	Science
Classical Studies	History	Spanish
English	Home Economics	Spanish (for students who elect to study two languages)
French	Mathematics	
Gaeilge (Irish)	Music	Technical Graphics
Geography	Religious Education	Visual Art

St Andrew's College students also take part in Wellbeing subjects including:

- ✓ Physical Education
- ✓ Social, Personal, and Health Education (SPHE)
- ✓ Digital Wellbeing
- ✓ Civic, Social, and, Political Education (CSPE)

For more information on the subjects outlined above, you can find the curriculum overviews for each subject on the school website [here](#).





# Transition Year

Transition Year is a vibrant and creative programme offering our students an opportunity to grow, develop and mature





# Transition Year

TY Coordinator	
Mr Matthew Hickmott	<a href="mailto:mhickmott@st-andrews.ie">mhickmott@st-andrews.ie</a>
Year Head	
Ms Michelle Moran	<a href="mailto:mmoran@st-andrews.ie">mmoran@st-andrews.ie</a>

In Transition Year, students will take part in a range of subjects including:

English	Lectures	Modern Foreign Languages
Irish/Irish Culture/ American Studies	Maths	Transition Year Tutorials

Students will also take part in the following activities as a series of modules throughout the year:

Basic Cooking	Driver Education	Initiative Tests
Career Guidance	Education for Sustainability	Kayaking
Circuit Training	General PE/Gym	Mindfulness
Critical Thinking	Golf	Public Speaking
Digital Skills	Hill Walking/ Orienteering	Rock Climbing

For more information on Transition Year including work experience, An Gaisce and the Uganda Project, please visit the school website [here](#).

# Leaving Certificate

Students all study the following subjects at Leaving Certificate level:

- ✓ Mathematics
- ✓ English
- ✓ Irish (unless an exemption is held)
- ✓ Modern Language (Spanish/French/German)
- ✓ Physical Education

Students then choose to study three/four additional subjects from the following list:

Accounting	Chemistry	History
Agricultural Science	Classical Studies	Home Economics
Applied Maths	Design and Communication Technology	Music
Art		Physics
Biology	Economics	Politics and Society
Business	Geography	Religious Education

For information on core subjects, please see the website [here](#).

For information on option subjects, please see the website [here](#).

# International Baccalaureate

*(5IB and 6IB – alternative to 5th and 6th Year)*

IB Coordinator	
Mr William Hehir	<a href="mailto:ibo@st-andrews.ie">ibo@st-andrews.ie</a>

St. Andrew's College has been offering the International Baccalaureate Diploma Programme (IBDP) since 1982. It is an academically rigorous pre-university programme offered to 5th and 6th Year students as an alternative to the Leaving Certificate Programme.

The IB is a holistic programme where the individual subjects are linked by the core of Theory of Knowledge (TOK), Creativity Activity and Service (CAS) and the Extended Essay.

In addition to these, all students must study six subjects, **one from each group** in the IB curriculum, as per the table below. They will take three of these subjects at higher level and three at standard level.

Group 1	Studies in Language and Literature	English A: Literature (HL/SL) OR The first/native language of a student
Group 2	Language Acquisition (The second language of a student)	English B (HL/SL)
		French B (HL/SL)
		German B (HL/SL)
		Spanish B (HL/SL)
		Spanish Ab Initio (SL only)
Group 3	Individuals and Societies	History (HL/SL)
		Geography (HL/SL)
Group 4	Experimental Science	Biology (HL/SL)
		Physics (HL/SL)
Group 5	Mathematics	Mathematics: Analysis and Approaches (HL/SL)
		Mathematics: Applications and Interpretation (SL only)
Group 6	Arts and Electives	Music
		Visual Arts
		Chemistry
		Economics

For more information on the IB at St. Andrew's College, please visit the school website [here](#).



# European Annexe



Coordinator	
Ms Laura Griffin	lgriffin@st-andrews.ie

In 2001 St. Andrew's College opened the European Annexe to provide mother tongue, second and third language tuition for students attending the College whose parents/guardians are employed by the European Commission, the Food and Veterinary Office and the European Foundation.

For more information on the European Annexe, please see the school website [here](#).



# Support for Learning

Coordinators	
Mr Darren Mallon	<a href="mailto:dmallon@st-andrews.ie">dmallon@st-andrews.ie</a>
Ms Susan Gordon	<a href="mailto:sgordon@st-andrews.ie">sgordon@st-andrews.ie</a>

The Support for Learning Department (SFL) seeks to provide academic and pastoral support to students with additional educational needs, through early identification, specialist tuition and comprehensive liaison with parents/guardians, year teams and subject teachers.

The SFL Department provides educational needs for students:

- who have been assessed by a psychologist/psychiatrist or relevant health care professional and have been identified as having a Specific Learning Difficulty (SLD), e.g. dyslexia, Mild General Learning Disability (MGLD) or syndrome such as ADHD, ADD, ASD (Autistic Spectrum Disorder) or dyspraxia which is commonly known as DCD (Developmental Coordination Disorder).
- who have non-specific learning difficulties and who are identified by subject teachers as being unable to cope adequately with the demands of the curriculum may be eligible for short-term interventions.
- whose learning is affected by a physical disability.

For more information on Support for Learning at St Andrew's College, please visit the website [here](#).

# English as an Additional Language (EAL)

Coordinator	
Ms Hannah Leggett	<a href="mailto:hleggett@st-andrews.ie">hleggett@st-andrews.ie</a>

The English as an Additional Language (EAL) Department at St Andrew's College helps international students to gain proficiency in English language. We seek to ensure that all students learning English as an additional language are enabled to achieve to the best of their abilities.

Alongside educational support, we have a special interest in the pastoral care of all international students. To encourage and celebrate the cultural diversity of St Andrew's College, Intercultural Week, culminating in International Night, is held in the school every year. This event provides a forum for celebration, as well as giving international students the opportunity to display their skills and interests to staff, parents/guardians and their fellow students.

For more information on EAL, please visit the school website [here](#).

For information on Intercultural Week, please visit the school website [here](#).



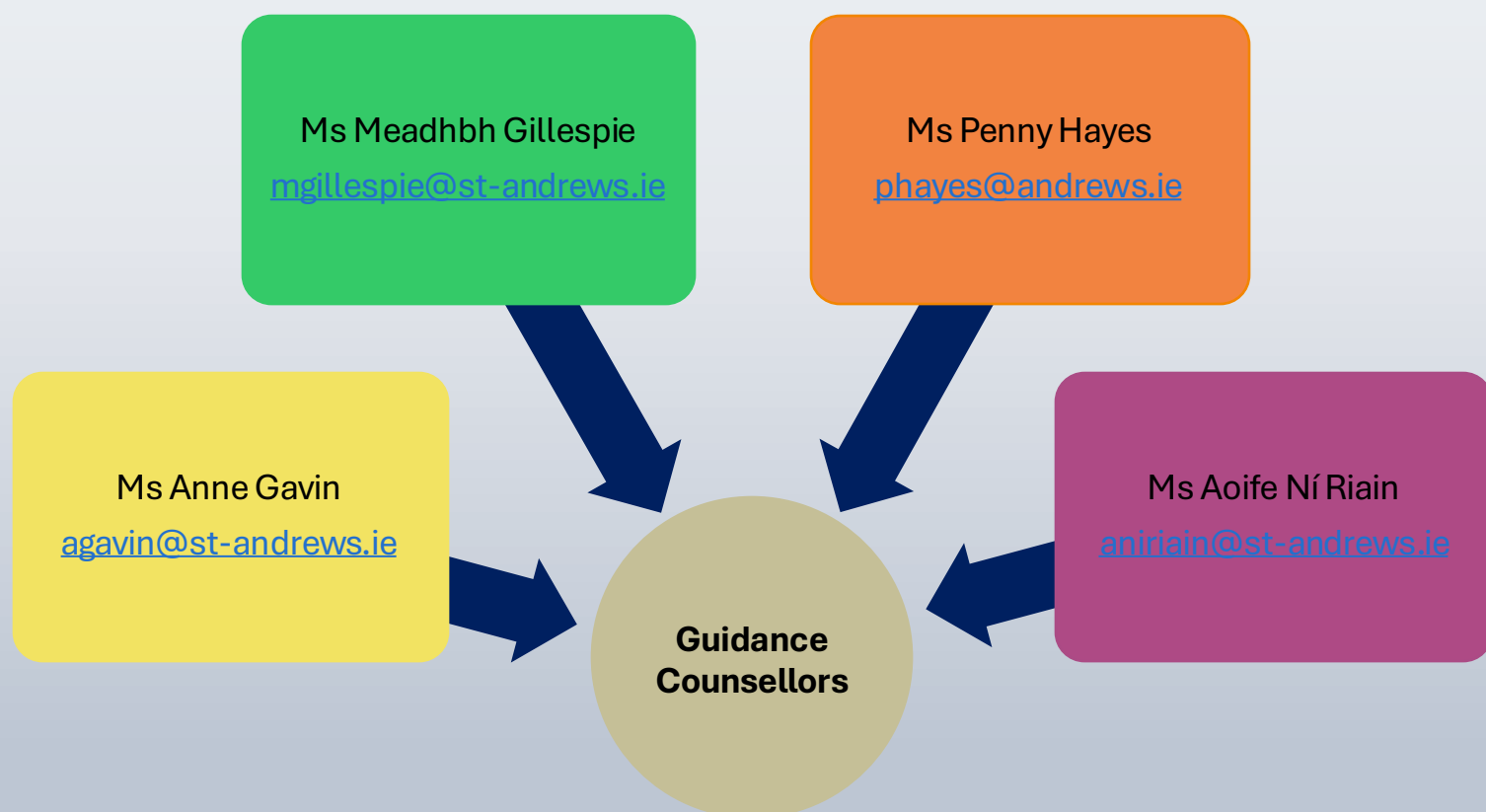




The health and wellbeing of students is of the utmost importance at St. Andrew's College. Our guidance counsellors are available to assist students in making choices during their time in the College.

Our guidance counsellors are available to meet students for, but not limited to:

- ✓ Career Guidance
- ✓ Educational Support
- ✓ Emotional Support
- ✓ Student Counselling



For more information on the Guidance department, please visit the school website [here](#).

# Nurse

Nurse	
Ms Sandra Belton	<a href="mailto:sbelton@st-andrews.ie">sbelton@st-andrews.ie</a>

The school nurse is on duty from 9am to 5pm.

Parents/guardians should provide the nurse with information regarding any acute or chronic conditions from which their child may be suffering and specify the medication which has been prescribed. Medication to be taken in school should be left with the nurse for safekeeping.

If a student has visited the nurse, a text message is sent to parents/guardians with the nurse's contact number. If a parent/guardian requires more information regarding their child's visit, they can telephone the nurse.

For more information on the nurse, health and safety at St Andrew's College, please visit the school website [here](#).



# Library

Librarian	
Ms Katharine Ryan	<a href="mailto:kryan@st-andrews.ie">kryan@st-andrews.ie</a>

The Library houses books, graphic novels, DVDs, magazines and online databases (EBSCO) in a comfortable, student -focused environment. There are over 20 laptops for student use with Internet and word processing facilities.

The Library is open daily from 8am to 6pm. A professional Librarian, Ms Ryan, is present from 8am to 4pm.

There are no restrictions on access to the library either before/after school or during break/lunch times, though students must comply with library rules at all times.

More information on the Library can be found on the school website [here](#).



# Canteen

The canteen is open to students during breaktime, lunchtime and during evening study sessions (where permitted). Food or drinks can be purchased using a St Andrew's College smartcard only. A pop-up shop is also available outside for students to use.

The menu changes on a weekly basis. The Nurse, who coordinates with the kitchen, should be kept aware of any allergies or dietary requirements at all times so that meal alternatives are available to students who need them.

Students should **never** enter the kitchen area or use equipment without the permission and supervision of a staff member.

Students are required to remain on the College premises throughout the school day. **Sixth Year students only** have permission to go to the local shops on Booterstown Avenue at break and lunchtimes.

For more information on the Canteen, please visit the school website [here](#).





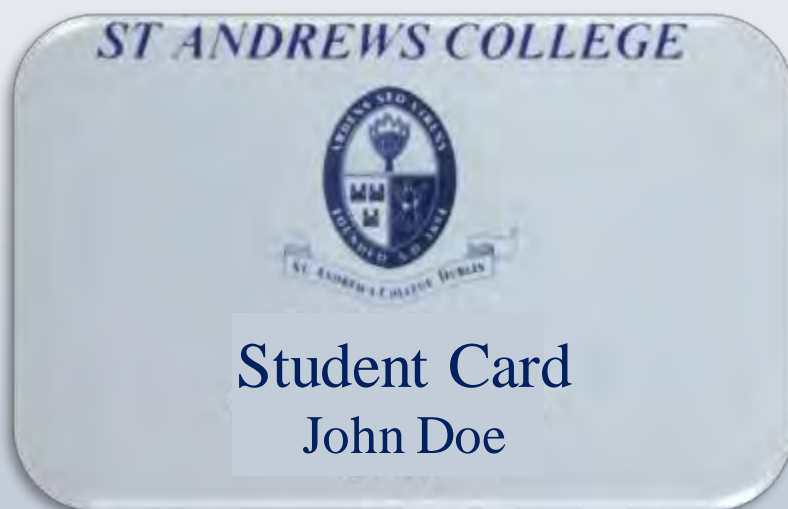
# Smartcards

As the College uses a cashless system, smartcards may be used to purchase food from the school canteen and the pop-up shop at lunch and break times which can be topped up using Easypayments. For new students, once their account has been topped-up, a card will be issued to them at registration.

## Replacing a lost smartcard

Lost smartcards should be cancelled immediately by emailing [smartcards@st-andrews.ie](mailto:smartcards@st-andrews.ie). This email address is monitored from 8-9am each morning.

Once reported, any credit for unused amount will be transferred to a replacement card which can be ordered from the above email address for an administrative fee of €6. It is the students' responsibility to report a missing smartcard and to order a replacement one.



# Afterschool Study

Study Coordinator	
Ms Maeve Costigan	<a href="mailto:mcostigan@st-andrews.ie">mcostigan@st-andrews.ie</a>

During term time, the school offers afterschool study to Third, Fifth and Sixth Year students under the supervision of teachers. The environment is kept quiet, calm and peaceful at all times allowing them to reap the benefits and rewards of a dedicated and focused study session.

Afterschool study takes place over two terms: September to December, and January to May. One or both terms can be availed of. Instructions on how to sign up using Easypayments are sent via the school app before the start of each term. Only students who have been signed up and have been paid for will be permitted to attend the study sessions.

The study sessions available are outlined in the table below:

Monday	Tuesday	Thursday	Friday	Saturday
<b>Session 1:</b> 4.15-5.30pm <b>Session 2 (3rd Years):</b> 6.15-7.45pm <b>Session 2 (5th/6th Years):</b> 6.15-9pm			<b>Session 1:</b> 4.15-7pm	<b>Session 1:</b> 9.30am-12.30pm
Dinner can be provided at a cost on these days.				
Students can sign up for session 1 or 2 or both.				
There is no study on Wednesdays.				

# Phone-Free Zone

Starting August 2023, the College has taken the decision to make the campus a phone-free zone by implementing a system that requires students to place their phone in a 'Yondr' pouch.

**The Yondr Program utilises a simple, secure pouch that stores a phone.** Given at the start of the academic year for a small charge included in fees, every student will secure their phone in a personally assigned Yondr pouch during their registration period or, if late, at reception when they sign in. Students will maintain possession of their phones and will not use them until their pouches are opened at the end of the school day. Students are required to bring their Yondr pouch to and from school each day and are responsible for their pouch at all times.

In implementing a phone-free zone, we hope it will help to ensure that St Andrew's College is a safe space for our young people and a conducive one for them to learn and grow, both inside and outside of the classroom.

More information on the Yondr pouch and the use of electronic devices in school can be found on the school website [here](#).





# Detention



Students can be placed in detention for reasons such as an unauthorised absence, leaving school without permission, non-compliance with the mobile phone and uniform policies, negative, inappropriate or harmful behaviour, or an occurrence which a student's Form Teacher, Year Head or relevant Deputy Principal deems worthy of a detention session.



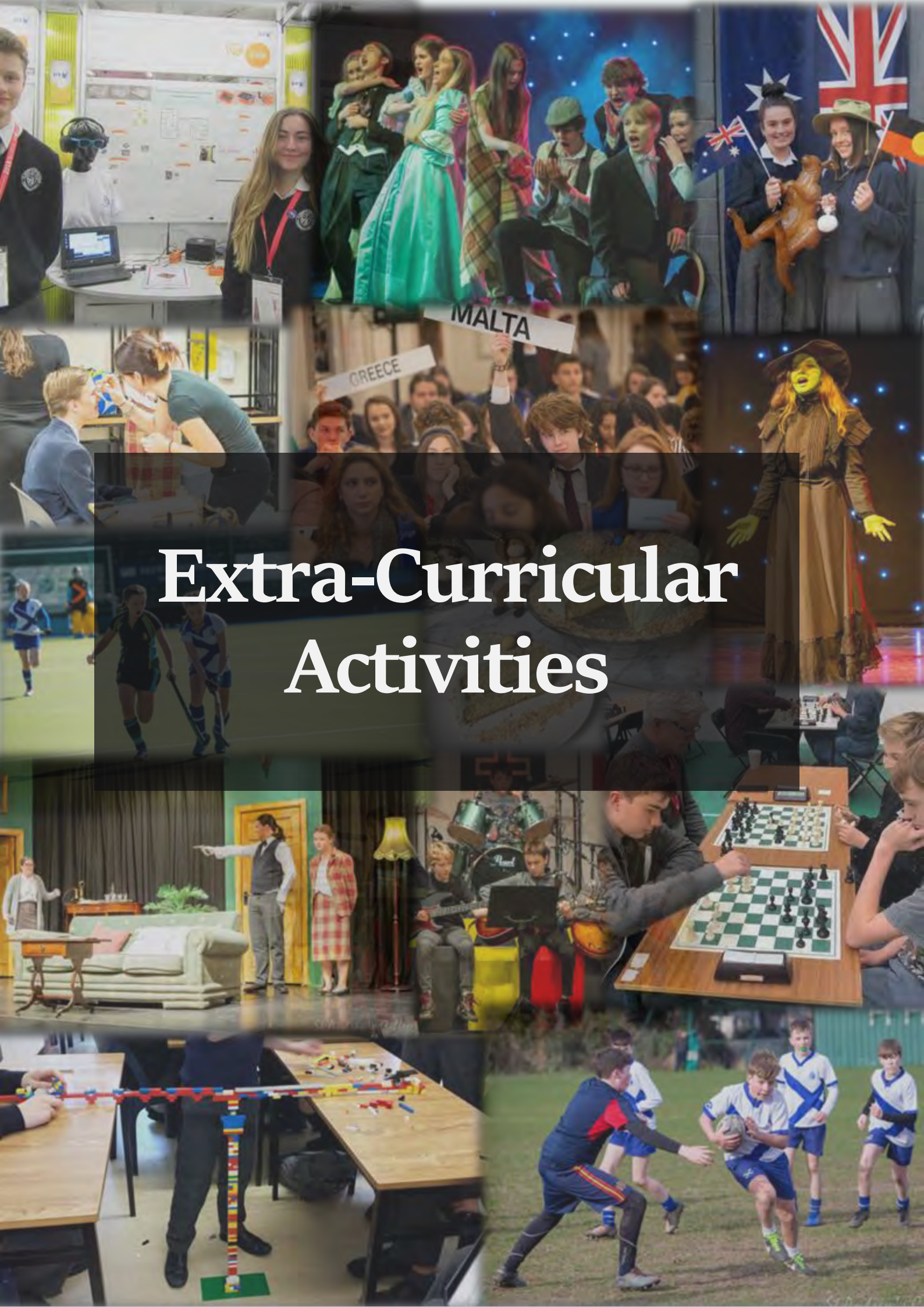
Detention is considered to be a serious sanction and should be treated as such. Arriving late, non-attendance or inappropriate behaviour during detention is a serious breach of discipline and may lead to a further detention and/or suspension.



Detention can take place during a lunchtime, after school or on a Saturday morning, depending on what has been decided by the Form Teacher, Year Head or Deputy Principal.



Detention will be given with at least 24-hours' notice. A letter outlining the reason, date, time and location of the scheduled detention will be sent from the College Office via email.



# Extra-Curricular Activities



# Extra-Curricular Activities

A wide range of extra-curricular activities is available to students of the College. It is expected that students will give serious consideration to participation in one or more of these activities.

The following, with some variation from year to year, take place:

<b>Art Club</b> Mr Cousins: <a href="mailto:lcousins@st-andrews.ie">lcousins@st-andrews.ie</a>	<b>Environmental Group</b> Mr Moore: <a href="mailto:smoore@st-andrews.ie">smoore@st-andrews.ie</a>
<b>Ballet</b> Ms Quick: 087 690 5881	<b>French Speaking and Debating Club</b> TBC
<b>BT Young Scientist</b> Ms Brogan: <a href="mailto:lbrogan@st-andrews.ie">lbrogan@st-andrews.ie</a> Ms Davoren: <a href="mailto:adavoren@st-andrews.ie">adavoren@st-andrews.ie</a> Ms Casey: <a href="mailto:ecasey@st-andrews.ie">ecasey@st-andrews.ie</a>	<b>Grapevine</b> TBC
<b>Chess Club</b> Mr Doyle: <a href="mailto:jdoyle@st-andrews.ie">jdoyle@st-andrews.ie</a>	<b>Green Schools</b> Mr Williams: <a href="mailto:mwilliams@st-andrews.ie">mwilliams@st-andrews.ie</a> Mr Moore: <a href="mailto:smoore@st-andrews.ie">smoore@st-andrews.ie</a>
<b>Christion Union</b> Ms Jenkinson: <a href="mailto:rjenkinson@st-andrews.ie">rjenkinson@st-andrews.ie</a>	<b>Intercultural Week</b> Ms Leggett: <a href="mailto:hleggett@st-andrews.ie">hleggett@st-andrews.ie</a>
<b>Circuit Training</b> Mr Jones: <a href="mailto:djones@st-andrews.ie">djones@st-andrews.ie</a> Ms Wallace: <a href="mailto:gwallace@st-andrews.ie">gwallace@st-andrews.ie</a>	<b>International Economic Olympiad</b> Mr Doyle: <a href="mailto:jdoyle@st-andrews.ie">jdoyle@st-andrews.ie</a>
<b>Debating</b> Mr Doyle: <a href="mailto:jdoyle@st-andrews.ie">jdoyle@st-andrews.ie</a> Ms Jones: <a href="mailto:njones@st-andrews.ie">njones@st-andrews.ie</a> Ms Kinsella: <a href="mailto:dkinsella@st-andrews.ie">dkinsella@st-andrews.ie</a>	<b>Linguistics Olympiad Club</b> TBC



<b>Literacy Committee</b> TBC	<b>Robotics and Lego League</b> Mr Doyle: <a href="mailto:jdoyle@st-andrews.ie">jdoyle@st-andrews.ie</a> Mr Williams: <a href="mailto:mwilliams@st-andrews.ie">mwilliams@st-andrews.ie</a>
<b>Maths Club</b> TBC	<b>Speech and Drama</b> Ms Casey: <a href="mailto:gcasey@st-andrews.ie">gcasey@st-andrews.ie</a>
<b>Model United Nations (MUN)</b> Mr Hehir: <a href="mailto:whahir@st-andrews.ie">whahir@st-andrews.ie</a>	<b>Sport</b> Mr Ovington: <a href="mailto:iovington@st-andrews.ie">iovington@st-andrews.ie</a>
<b>Music</b> Ms Sawyer: <a href="mailto:csawyer@st-andrews.ie">csawyer@st-andrews.ie</a> Ms Noone: <a href="mailto:anoone@st-andrews.ie">anoone@st-andrews.ie</a>	<b>Strength and Conditioning</b> Mr Jones: <a href="mailto:djones@st-andrews.ie">djones@st-andrews.ie</a>
<b>Music Technology</b> TBC	<b>Student Council</b> Ms Keddy: <a href="mailto:mkeddy@st-andrews.ie">mkeddy@st-andrews.ie</a>
<b>One Act Drama Festival</b> Mr Fairbairn: <a href="mailto:jfairbairn@st-andrews.ie">jfairbairn@st-andrews.ie</a> Mr Williams: <a href="mailto:mwilliams@st-andrews.ie">mwilliams@st-andrews.ie</a>	<b>The President's Award (An Gaisce)</b> Mr McCann: <a href="mailto:dmccann@st-andrews.ie">dmccann@st-andrews.ie</a>
<b>Philosophy Society</b> TBC	<b>Wine-Dark Sea</b> Mr McDermott: <a href="mailto:rmcdermott@st-andrews.ie">rmcdermott@st-andrews.ie</a> Ms Garvey: <a href="mailto:agarvey@st-andrews.ie">agarvey@st-andrews.ie</a>
<b>Politics Club</b> TBC	<b>Writers Club</b> Ms Jones: <a href="mailto:njones@st-andrews.ie">njones@st-andrews.ie</a>
<b>Reading Club</b> TBC	<b>Young Economist of the Year</b> Mr Doyle: <a href="mailto:jdoyle@st-andrews.ie">jdoyle@st-andrews.ie</a>

For more information on extra-curricular activities, please visit the school website [here](#).

# Sport

Sport is an integral part of student life in St Andrew's College. We recognise the importance of sport in providing students with important opportunities as part of a holistic education. Sport allows students to develop many life skills such as commitment, discipline, hard work, leadership, teamwork and physical fitness, all of which are the foundation for academic success.

We offer a wide range of sporting activities, such as:

Athletics	Cricket	Golf	Rugby
Badminton	Cross Country	Hockey	Sailing
Basketball	Equestrian	Judo	Soccer
	Swimming	Tennis	

We are lucky that all our sporting facilities are on campus with two synthetic hockey pitches, rugby pitch, sports hall, as well as a gym and weights facility. All of these facilities are put to full use each afternoon with the sports grounds becoming a hive of activity.

More information on Sport at St. Andrew's College can be found on the school website [here](#).

## **Sport at St Andrew's College (SOCS)**

St Andrews College has a dedicated sports website where you can find out information about any sports team in the College. From fixtures lists, results, details on what time buses are leaving and live updates during matches\*, this site has everything you need to know about Sports at St. Andrews College.

SOCS can be accessed through the school website's 'Sport' section or at the link [here](#).

\*Live match updates are only available on selected games.







# The Arts

The Arts covers a wide range of activities in the College and calls on the expertise of many of our staff.

Chief among the Arts activities are the One-Act Drama, the Music and Dance Festival, the College Musical which occurs every two years, and College publications including Wine-Dark Sea and Grapevine.

## One-Act Drama Festival

Coordinators	
Mr Jack Fairbairn	<a href="mailto:jfairbairn@st-andrews.ie">jfairbairn@st-andrews.ie</a>
Mr Matthew Williams	<a href="mailto:mwilliams@st-andrews.ie">mwilliams@st-andrews.ie</a>

The One-Act Drama Festival, which we host every February, has become one of the major components of Arts Week.

Information regarding auditions for the One-Act Drama Festival is posted around the school during the first term.



# Music

Music Coordinator	
Ms Ciara Sawyer	<a href="mailto:csawyer@st-andrews.ie">csawyer@st-andrews.ie</a>
Music Lesson Queries	<a href="mailto:musiclessons@st-andrews.ie">musiclessons@st-andrews.ie</a>

Extra-curricular music activities offered at St. Andrew's College include:

Choir	Guitar and Ukulele Ensemble	Irish Traditional Music Group	Junior Choir
Drumming	Instrumental Lessons	Jazz Ensemble	Orchestra

More information on extra-curricular music can be found on the school website [here](#).

## Choir and Private Music Lessons

Students can also avail of private music lessons for a range of instruments including, but not limited to, piano, drums, cello, double bass, violin, ukulele and saxophone.

Students who wish to join the school choir must register with the music coordinator before attending rehearsals.

Information on practice days, times and links to registration for musical groups, and information on private instrumental lesson sign up and fees can be found on the school website [here](#).

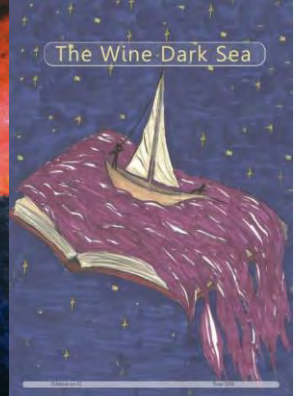
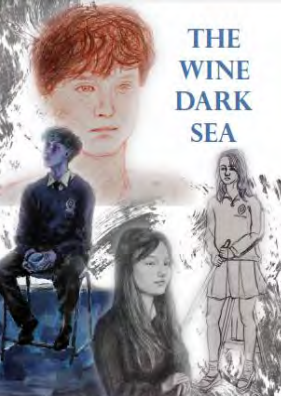
## Music and Dance Festival

The Music and Dance Festival and the College Musical which runs every two years further showcase and develop the great variety of creative talents that the students of St Andrew's have in abundance, all of which would not be out of place in professional circles.









# College Publications

## Wine-Dark Sea

The Wine-Dark Sea is the school literary and creative writing magazine. The Wine-Dark Sea, now in its twenty-first year, is the College's literary magazine.

It is a prestige publication that showcases the creative writing and artistic talent of our students.

### Editor

Mr Robert McDermott

[rmcdermott@st-andrews.ie](mailto:rmcdermott@st-andrews.ie)

### Art Editor

Ms Ailbhe Garvey

[agarvey@st-andrews.ie](mailto:agarvey@st-andrews.ie)

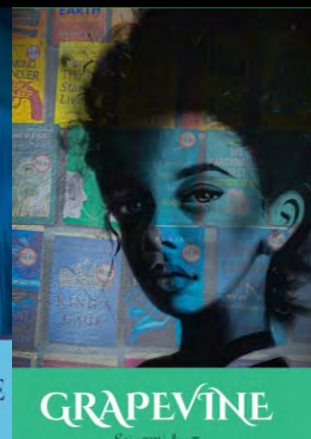
## Grapevine

The College news magazine Grapevine appears at the end of each term, written and published by the students themselves. It provides lively, illustrated accounts of events that have taken place in school during the preceding months.

Web versions of Grapevine installments in recent years can be found on the school website [here](#).

### Editor

TBC







# Model United Nations

MUN Coordinator	
Mr William Hehir	<a href="mailto:whehir@st-andrews.ie">whehir@st-andrews.ie</a>

The first St. Andrew's International Model United Nations (SAIMUN) was held in 1988 in St Andrew's College. Since 2008 SAIMUN has been held annually in the Royal Marine Hotel, Dublin. The conference is now host to 700 students representing 45 schools from 20 different countries on both sides of the Atlantic.

Students participating in MUN attend other MUN conferences including the Royal Russell MUN and The Hague International Model United Nations (THIMUN) and other local MUN conferences. SAIMUN is open to students from 3rd Year onward. Meetings take place on Mondays, Tuesdays and Thursdays each week.

SAIMUN is affiliated to THIMUN.



# ST. ANDREW'S COLLEGE APP





# The St. Andrew's College App



The College app is the largest communication tool for St Andrew's College. It can be downloaded from the Apple store and Google Play.



Instructions on how to download, register and use the school app can be found on the school website [here](#).



At least one parent/guardian of each student in the school must have the app downloaded onto their phone and must be fully registered on the app.



Notifications for the app must be switched on at all times, otherwise communication from the school may be missed. The College office should be notified immediately if there is any change in phone number.



For assistance with the app, please contact the College office at [information@st-andrews.ie](mailto:information@st-andrews.ie)

# Other Communication



Emails may be sent out to parents/guardians so it is important to keep the College office updated on any changes to contact details. Email inboxes (including spam and junk inboxes) should be checked regularly to ensure no communication from the College is missed.



Occasionally, physical letters and documentation will be sent to parents/guardians of students in the school. It is imperative that the College office should be notified of any change of address so as to avoid any loss.



Information on SOCS (sports fixtures and results) can be located via the school website under the drop down menu for 'Sport'.

# Easypayments

St Andrew's College has changed to a completely cashless system. We do not accept cash or cheques. Bank transfers are only permitted in certain circumstances. Instead, we use a facility called Easypayments to allow parents/guardians to pay certain school expenses online with a debit or credit card. This means that any school expenses can be paid conveniently and securely. Receipts of payment are sent straight to the email address associated with the account immediately after completion of payment.

At least one parent/guardian of all students in the school must be registered with Easypayments in order to complete payments for various items during the academic year.

Information on how to register with Easypayments can be found on the school website [here](#).





# Students Driving to School

Any student who intends to drive to St Andrew's College, either on a regular basis or occasionally, must comply with the College policy. Parents/Guardian and students are required to complete the Parent/Guardian Permission and Student Agreement Form.

Students are required to adhere to **all rules and statements** regarding driving to school outlined in the Driving to School Policy available on the school website [here](#).



# Parent/Guardian-Teacher Meetings



Parent/Guardian Teacher Meetings (PTMs) for 1st, 2nd, 3rd, 5th and 6th Year will be arranged throughout the school year. They are an opportunity for teachers to discuss students' progress and any areas of improvement. Teachers may also give general comments in relation to students' learning.



PTMs may take place in-person within the school or online via Zoom or Teams which will be decided upon by the school. Information on this will be sent out in advance of the meetings.

## Parent/Guardian Teacher Meetings - Academic Year 2023/2024

Year Group	Date	Time
1st	Thursday 11 January 2024	4.15 – 6.45pm
2nd	Monday 2 October 2023	4.15 – 6.45pm
3rd	Monday 11 March 2024	4.15 – 6.45pm
5th	Tuesday 7 November 2023	4.15 – 6.45pm
6th	Thursday 19 October 2023	4.15 – 6.45pm
	Tuesday 19 March 2024	2.55 – 4.55pm



# Anti-Bullying Policy

The College is committed to the promotion of a learning environment which upholds the dignity and respect of all in the College community. We support every individual's right to learn in an environment that is free from any form of bullying, intimidation or harassment. The entire College community is responsible for ensuring that bullying, either collectively or individually does not occur.

The Board of Management recognises the very serious nature of bullying and the negative impact that it can have on the lives of students.

The full Anti-Bullying Policy is available to read on the website [here](#).





# Child Safeguarding Risk Assessment & Statement

- New “Child Protection Procedures for Primary and Post-Primary Schools 2017” came into effect from 11 December 2017.
- To view the Department of Education and Skills Circular Letter, 0081/2017, relating to these procedures, please click [here](#).
- To view these new procedures, please click [here](#).
- The Board of Management of St Andrew’s College, Dublin formally adopted a Child Safeguarding Risk Assessment and Statement that is required as part of these new procedures.
- The Child Safeguarding Statement was amended on 9 May 2023. To view this statement, please click [here](#).
- Notification regarding the Board of Management's Review of the Child Safeguarding Statement - to view this notification, please click [here](#).
- Any persons with child protection concerns are invited to contact a member of staff or the Designated Liaison Person (DLP), Mr Micallef or, in his absence, the Deputy Designated Liaison Person (DDL), Mrs Keddy.
- If the child protection concern involves the DLP, individuals are invited to contact the Chair of the Board of Management, Hilary McCowen Rabbette.



# Student Council

The St Andrew's College Student Council organised and run by the Senior Student Team, which comprises the Head Boy, Head Girl, Deputy Head Boys and Deputy Head Girls. They, along with two students from each of the six years, elected by their peers, are the members of the Student Council.

Student Council meetings are held on a monthly basis. The Council reports back to the year representatives who keep the remainder of the study body informed.

For more information, please visit the school website [here](#).



Whole Student Council 2022-2023

# Board of Management

The management of the College is entrusted to a Board of Governors (BOG), a Board of Management (BOM) and the Principal.

The BOG has the ultimate responsibility for the ethos, financial integrity and general development of the College and upholds its core beliefs and guiding values.

The BOM is responsible for authorising and developing policies and is comprised of members drawn from the BOG, the Presbyterian Church in Ireland, parents/guardians of the College and members appointed for their particular expertise.

Their principal objective is to ensure the continuing survival and prosperity of the College with a sub-committee assisting in the management of the College from the perspective of education, finance, fundraising and buildings, and land and development.

The Board delegates responsibility for the day-to-day running of the College to the Principal.

You can find a list of Board members on the school website [here](#).





# Parent-Teacher Association

PTA Committee		
Chairperson	Suzanne Duggan-Evers	<a href="mailto:suzannedugganevers@gmail.com">suzannedugganevers@gmail.com</a>
Treasurer	Tatiana Hrapelman	<a href="mailto:tavovita@gmail.com">tavovita@gmail.com</a>
Secretary	Denise McPherson	<a href="mailto:dcarroll@nmbi.ie">dcarroll@nmbi.ie</a>



Parents/guardians play an important and positive role in the life of the College. The PTA encourages support for, and interest in, the College and its students. The PTA provides parents/guardians and teachers with a forum to discuss matters of mutual interest and concern. The PTA also lends practical assistance to the College and liaises with the Board of Management on College matters. Membership of the Association is open to all parent/guardians of students as well as to all teaching staff.

A Management Committee is elected in May of each year. Two Parent Representatives are elected to the Board of Management by the parents/guardians at an Annual General Meeting (AGM) who serve for a term of three years while they have children attending the College.

More information on the involvement of the PTA in the St Andrew's College community can found on the school website [here](#).



# *Junior School*



# Values and Mission

In the Junior School we have thought carefully about the values and vision we have for our young learners which draw from and complement the overarching philosophy, mission and learner profile of St Andrew's College.

Our unique 'bee' values of kindness, responsibility and courage are meaningful and age appropriate for our students; are visible and explicitly taught and nurtured; and inform all our practices and policies surrounding teaching and learning in the school. Our core message of BELONG guides us as a community and our definition of this is on display in our Reception to remind us of our roles and responsibilities as members of our school.

We ask that all parents/guardians are familiar with our values and vision and support us whole-heartedly in our aims. Together, we are partners in supporting the children to be the best they can be both academically and socially.

An education at St Andrew's College Junior School is a special journey which takes a full 8 years to complete. It is our goal that by the end of P6 our students will be empowered with a range of positive attributes, age-appropriate knowledge and the following skill set to be prepared for their next steps into Senior School and beyond.



**B**e the best you can be

**E**xchange happy thoughts, feelings  
and good deeds

**L**ove, cherish and celebrate your  
school

**O**wn your own personality

**N**ever give up

**G**ive respect to your friends, family  
and everyone on our planet

## Collaboration

Every SACJS student will be supported to:

- Value and respect the views and beliefs of others
- Develop leadership and initiative skills
- Show compassion and empathy
- Respect and work in harmony with the environment

## Creativity

Every SACJS student will supported to:

- Have a positive outlook and be open to new ideas
- Have an interest in a broad range of subjects
- Be able to express themselves through the media of arts and music
- Produce original and high-quality work

## Communication

Every SACJS student will be supported to:

- Be an expressive and confident speaker
- Listen and work creatively with others
- Be a fluent and competent reader and author
- Have a solid grasp of ICT and digital literacy skills
- Have a global mindset and embrace an additional language

## Critical Thinking

Every SACJS student will be supported to:

- Be able to solve simple problems in academic subjects and real life
- Learn from mistakes and embrace challenge
- Understand and take responsibility for their next steps in learning
- Make good use of resources and select them appropriately

# General Information

## The school day

The school day begins for students at 8.40am with registration. Should a child not be present in class by 8.55am, they will be marked absent on the electronic student register and an automatic SMS will be sent to parents/guardians. If a student arrives later in the morning, attendance will be updated on the register and system to a 'late'.

The school day runs from 8.40am until 3pm Monday to Friday, with the exception of Wednesday, which runs from 8.40am until 1pm.

Parents/guardians should refer to the Junior School Policy on Attendance and Punctuality for further information. All policy information is detailed in Section 3 of this handbook which can be accessed [here](#).

### TO CONTACT A MEMBER OF STAFF:

Unless stated otherwise, please use the following format:

**First letter of forename + surname + @st-andrews.ie.**

For example, John Doe would be [jdoe@st-andrews.ie](mailto:jdoe@st-andrews.ie).

If you are ever unsure, please contact reception:

Email: [juniorschool@st-andrews.ie](mailto:juniorschool@st-andrews.ie)

Phone: 01 288 2795



# Drop-Off & Collection



Parents/guardians are invited to bring their child into class for drop-off and collect them from the classroom door at the end of the school day. Parents/guardians are not permitted to leave their children unattended in the Junior School yard before school starts at 8.40am or after school.



If a parent/guardian is late for collection at the end of the day, they are requested to call the Junior School reception on 01 288 2785. P4-P6 students are permitted to walk home alone if the authorisation form has been signed by parents/guardians at the start of the year.



At all times, parents/guardians must adhere to the traffic and parking regulations set out by the College and to be respectful of our neighbours in local residential communities.

# Morning Supervision & Afterschool Care

The Junior School operates **free** morning supervision for students from 8am in the Dining Hall. There is **free** 'prep' session for Junior School students with siblings in the Senior School hosted from 3-4pm daily (1-2pm Weds).

There is an afterschool care session from 3-5.30pm (3.30pm on Wednesday) which incurs an additional cost.

Parents/guardians must register for both morning supervision (free) and afterschool care (fee payable) at the start of the academic year via the online Easypayments registration and payment system. There are limited places for afterschool care and parents/guardians should sign up promptly to guarantee a place. Parents/guardians must adhere to collection times of afterschool as late pick-up penalties do apply.



# Break & Lunch

## **Break and Lunchtime**

All Junior School children have a mid-morning break, lunchtime/play time, and our K1 – P2 students have an additional afternoon break at 2pm. Break and lunchtimes are monitored extensively by staff and are staggered to allow for safety and enjoyment in the Junior School yard and dining hall.

## **Breakfast, Snack and Lunch**

Parents/guardians are requested to provide their child with a nutritious breakfast before school. Should a child attend morning supervision, we ask that parents/guardians do not provide, or give money for, sweets, crisps or chocolates. If a student brings in such items, they will be confiscated.

For the mid-morning break, all students should bring in a healthy and substantial snack. At lunchtime, students can either bring in a healthy packed lunch or avail of the hot lunch menu which is available to P1-P6 students daily, and to K1 and K2 students on a Friday (only). The hot lunch menu is published on the website and in the Junior School newsletter weekly. Students can purchase a hot lunch ticket from the Junior School reception.

Nuts or products with trace nuts are absolutely prohibited on the campus, and we ask that children do not bring in chewing gum, sweets, chocolates or fizzy drinks. We also ask that families are considerate of the environment and refrain from using plastics and/or one-off packaging.

More information on lunch menus can be found on the school website [here](#).



# Uniform & Appearance

Parents/guardians are responsible for ensuring that their child's uniform and appearance are of the highest standard and in line with the College's reputation for excellence. All Junior School students must adhere to the uniform regulations as laid down in the official policy. Students are permitted to bring in a school bag, pencil case and lunch box of their choice.

If a student is not in the correct uniform, class teachers will contact parents/guardians and we ask for full support to remedy the matter. Parents/guardians are particularly reminded of the requirements regarding footwear, blazers and outer jackets.

Girls Uniform	Boys Uniform
School blazer	School blazer
Grey skirt	Mid-grey trousers
White blouse	White shirt
Grey V-neck pullover	Grey V-neck pullover
School tie	School tie
Navy anorak or raincoat	Navy anorak or raincoat
Black leather shoes	Black leather shoes
White/grey knee socks or tights	Grey socks

Sports Uniform (Girls/Boys)		
School shorts/skorts	School sports tops	School tracksuit bottoms
School sport socks	Runners	

More information on uniforms can be found on the school website [here](#).

# Textbooks & Supplies

## **Booklists**

Parents/guardians are requested to ensure that their child has the complete set of textbooks and stationery items required for the academic year as stated on the booklist available on the website from June. The school provides all copy books, a School Planner and various Art supplies.

## **Supporting Materials**

Parents/guardians are requested to ensure that their child has all the necessary items, including PE kits and musical instruments, required for learning in their school bags at the start of the day.

Supporting independence in children is vital for their success, and we request that parents/guardians do not routinely 'drop' things down to school if their child forgets them.

Information on booklists and supporting materials can be found on the school website [here](#).

# Term Dates & Timetables

Term dates are available on the website, and key dates for the diary are included in the weekly newsletter. We endeavour to have dates for the new academic year available usually by April of the preceding year. The Junior School follows the Senior School terms dates and master calendar.

## **Timetables**

At the start of the academic year, class teachers will provide parents/guardians with a copy of the class timetable. Parents/guardians should note when PE sessions take place so that children wear the appropriate PE uniform and further help their child be prepared for the school day.

## **School News and Events**

Each Friday, we email home the weekly newsletter entitled 'The Scoop.' The Scoop is the Junior School's main communication and parents'/guardians' 'go-to' for all school news, upcoming dates and special events.

We ask that parents read this thoroughly and on a weekly basis as SACJS is a busy school with much going on. Additionally, the website is updated regularly with Junior School news.

Previous editions of The Scoop are available to view on the school website [here](#).



# Curriculum & Assessment

SACJS follows the Irish Primary National Curriculum for English, Maths, Irish, SESE, SPHE, Drama, RE and PE. Our teachers work hard to ensure that students can fully demonstrate the knowledge, skills and understanding required by the framework and achieve the stated learning objectives for the year.

For the subjects of Music, Art, Modern Languages (French or Spanish), ICT and American Studies (for diplomatic children), we employ a host of specialist teachers who use rigorous and bespoke curricula. Curriculum maps for all subjects are provided at the start of the academic year.

**Please note that from K2, students opt to learn either French or Spanish for their duration in the Junior School.**

Teachers use a range of summative and formative assessment strategies to evaluate students' progress and learning throughout the year. Parents/guardians are advised to refer to the Assessment Policy available on the school website for comprehensive information on the school's approach and assessment practices.

More information on the Irish Primary School Curriculum can be found on the school website [here](#).

# Support for Learning

SFL Coordinator	
Ms Sandra Coyne	<a href="mailto:scoyne@st-andrews.ie">scoyne@st-andrews.ie</a>

SACJS has two dedicated Support for Learning teachers who work across all year groups. Parents/guardians are requested to provide up to date reports for their child on admission and throughout their time in the College. If a child is eligible for Support for Learning interventions, sessions will be scheduled during the school day and in consultation with parents/guardians. Bi-annual Individual Educational Plans (IEPs) are provided for parents/guardians outlining learning targets and goals. Should we observe that a child is experiencing any difficulty with their learning, we will contact parents/guardians to offer recommendations and support.

## **A message from SFL Coordinator, Ms Coyne:**

“I strive to improve a child’s belief in his/her own ability, through energetic and fun teaching of a subject with which they may be struggling. Good education is, in my belief, the single most important thing we can impart to the younger generation. Learning through activities and gaining positive experiences are what I believe to be most effective for the children I teach.

I strive and work towards making each child’s journey through St. Andrew’s College Junior School a positive and rewarding one.”

More information on Support for Learning can be found on the school website [here](#).

# English as an Additional Language (EAL)

Coordinator	
Ms Eileen Byrne	<a href="mailto:ebyrne@st-andrews.ie">ebyrne@st-andrews.ie</a>

SACJS also has an English as an Additional Language provision and dedicated teacher. If parents/guardians wish to avail of additional English lessons, a small additional fee is charged. Parents/guardians should note that, as per DES guidelines (2019), English as an Additional Language is no longer a criteria for an Irish Exemption.

Through reading, writing, and oral development, EAL classes support the learning of the English Language Proficiency Benchmarks for non-English speaking students at primary level. These Benchmarks are supported in the learning of the following topics:

Animals & Plants	Myself	The Local & Wider Community
Caring for my Locality	Our School	Time
Colours, Shapes & Opposites	People & Places	Transport & Travel
Food & Clothes	People Who Care	Weather
	Seasons, Holidays & Festivals	

More information on the EAL department can be found on the school website [here](#).



# Extra-Curricular Activities

The Junior School offers a range of ECAs across the disciplines of Sport, Art, Technology and Drama from 3-4pm daily (1-2pm on Wednesdays). A timetable of ECAs is produced ahead of the Autumn term start and parents/guardians can sign up for places via the Easypayments system.

Please note, some classes are very popular, and places are allocated on a first come, first served basis. We do not take waiting lists or advance requests for places for any ECA.



## Individual Music Lessons

Music Director	
Ms Karen Armitage	<a href="mailto:karmitage@st-andrews.ie">karmitage@st-andrews.ie</a> .

We also offer optional, individual music lessons for students in a wide variety of instruments. These are additional to our core curriculum Violin/Strings program and can be taken before, after or during the school day. Further information and sign up for these classes is distributed to parents/guardians before the Autumn term start by Ms. Karen Armitage, Music Director.

# Houses

All students are allocated to one of our Junior School 'Houses' and are provided with a special House t-shirt.

Houses are an important part of the life and identity of a Junior School student and we run various House competitions and events throughout the year.

More information on the House system can be found on the school website [here](#).



# Sickness & Planned Absence

It is imperative that parents/guardians do not send their child to school if they are unwell and inform the class teacher via email on the day. If a child becomes unwell during the school day, they will be escorted to the nurse and parents/guardians will be contacted from the nurse's office.

Students who are unable to take part in sports due to injury must have a signed note from home to be excused from the PE class. In this instance, students will remain in the class with their class teacher. All students will be actively encouraged to enjoy outside breaks and lunchtimes and will only be kept inside for a confirmed case of concussion. If a child is well enough to attend school, we believe they are well enough to participate in play.

If a child is absent from school for serious or ongoing medical reasons, we will do our absolute best to support home-learning. Should a student require time off school for a personal or family reason, we ask that parents/guardians contact the Junior School Principal to discuss the matter and the preparation of a home-learning plan.

Parents/guardians must consider the merits of term-time absence for extended holidays and must inform the Junior School Principal in writing should they wish to take their child out of school for leisure and travel. In both the December and May reports, all absences are recorded.



# Home-School Communication

Building strong home-school dialogue and relations is an important goal at SACJS. All parents/guardians should refer to the Junior School Home-School Communications Policy for detailed information on the various types of home-school communication facilitated in the school.

If a parent/guardian has a question or concern regarding their child's learning, happiness or wellbeing they should contact the class teacher immediately and in the first instance. Should the matter be unresolved, parents/guardians are invited to contact the Junior School Principal for further support.

As guiding good practice, parents/guardians are advised to keep all communications with teachers calm, courteous and respectful of teachers' professional training and standing. Parents/guardians must refrain from discussing any school matter publicly on social media forums and WhatsApp.

## **Homework**

SACJS has adopted a whole-school Homework Policy after a considerable period of review and consultation with students, teachers and parents/guardians (2017). This policy is reflective of best practice and the views of the community. P1 – P6 students are responsible for recording their homework in their School Planner (provided) and do their best to complete set tasks.

Parents/guardians are requested to read the Homework Policy fully and to contact class teachers if they have any questions regarding their child's set homework which can be found on the school website [here](#).

# Student Behaviour

## **Supporting Positive Behaviour**

It is vital that all parents/guardians are familiar with the Junior School Positive Behaviour Policy and Anti-Bullying Policy. Class teachers are expertly trained in positive behaviour management and will always seek to find positive solutions to challenges. Class teachers will always be proactive in keeping parents/guardians involved in any behavioural or pastoral concerns and we ask for full cooperation from parents/guardians in supporting their child's behaviour.

A behavioural referral to the Junior School Principal will occur in the unusual case of persistent non-compliance of the classroom or school rules and/or in a significant behaviour instance and will be managed as per the Policy. Escalation to the Principal may be required if no remedy is found.

## **Welcoming New Students**

K1 and P3 are our biggest enrolment years for new students, and we host several events in the preceding year to help orientate incoming K1 and P3 students and parents/guardians ahead of the new academic year start. For the first two full weeks of the Autumn term, K1 students finish at 12.30pm to help them settle into school life.

For those joining in other year groups or mid-way through an academic year, class teachers will always ensure that new students are helped to settle into the Junior School and that they have all the required textbooks, stationery and uniform. Children will always be offered a buddy to help them through the initial period of transition and our Class Ambassadors and PTA are a great support network for all parents/guardians.

# Mobile Phones, Computers & E-Safety

## **Mobile Phones**

It is quite common that older students, generally in P4-P6, travel to school on public transport and may require a mobile phone for safety. Any students bringing a mobile phone to school must give it to the class teacher for safe storage during the school day.

Phones will be returned to students at 3pm.

## **Tablets, Laptops and E-Safety**

As a school, we have an extensive bank of tablets and laptops to support children's learning and technology skills in school.

Students can avail of the use of these tablets and laptops free of charge.

SACJS has an Acceptable Usage and E-Safety Policy that all P1-P6 students and parents/guardians must sign. Throughout the year, we guide and instruct students on e-safety and sensible usage through workshops and SPHE lessons.

The full Acceptable Usage and E-Safety Policy is available to read on the school website [here](#).



# **Birthdays**

Birthdays are a special time for our students, and we love to celebrate them! Should parents/guardians be considering a birthday party for their child, we ask that they are sensitive of all children's feelings. To avoid disappointment and upset, class teachers can only facilitate the distribution of invitations to parties if all classmates, or all boys or all girls (accordingly), are invited.

In the case of birthday cakes, class teachers are unable to cut up whole/large cakes. It is quite common in the younger classes when classmates' birthdays are close together, that parents/guardians arrange amongst themselves to bring in a shared cake rather than too many sweet treats in the same week or month.

# **Holy Communion & Confirmation**

As the College is of Presbyterian faith, we do not offer Holy Communion or Confirmation preparation classes during the school day.

For those children wishing to take their Communion in P2, there is a lunchtime or after school programme offered for a nominal charge. Confirmation preparation in P6 is offered by the local Booterstown Parish and parents/guardians should contact the Parish directly for more information.

# Parent/Guardian-Teacher Meetings & Reporting

Class teachers host a welcome seminar at the start of term to go through class expectations and curricula with parents/guardians. Formal parent-teacher meetings are then scheduled in November and March and parents/guardians can meet with the class teacher and all subject specialists at this time.

School Reports are produced in December and May each year. If parents/guardians have any questions or concerns outside of these key dates, they should contact the class teacher.

## Feedback & Development

### **Feedback**

At the end of the academic year, we invite parents/guardians to provide overall feedback on the school experience via an online survey. Results and actions from the survey are published in the weekly newsletter at the start of the academic year. However, feedback is always welcome at any time and we ask that parents/guardians contact the relevant school personnel directly to share ideas or observations.

### **School Development**

We are committed to ongoing reflection, growth and school development. An Annual Report is published to all stakeholders outlining achievements from the current academic year. Additionally, all school development plans, inspection and evaluation reports are available on the password-protected section of the website.

# Leaving St. Andrew's College Junior School

Admissions Officer	
Ms Leanne McCready	<a href="mailto:admissions@st-andrews.ie">admissions@st-andrews.ie</a>

Should a parent/guardian wish to withdraw their child from the school, written notification of **one term notice** is required. Communication can be addressed to Ms. Leanne McCready in Admissions or the Junior School Principal. Penalties may apply if less than one term notice is given.

As we have long waiting lists for places, we ask that parents/guardians advise us as soon as possible if they know their child will not be returning for the new academic year or leaving mid-academic year.





# Policies

Policies are an important part of school life, as they help us to keep children safe, learning well and our school running smoothly. Our policies provide comprehensive information on each area of school life and are additional to the information that is contained in the Parent Handbook. Each year, we review and approve new policies and keep parents updated on this via email and the website.

Junior School Policies	Key College Policies
Drop Off and Pick Up Policy	Concussion Policy
Positive Behaviour Policy	Child Protection Policy
Anti-Bullying Policy	Child Safeguarding Risk Assessment & Statement
Homework Policy	Practices & Procedures relating to SAC Child Safeguarding Policy
Assessment Policy	Complaints Procedure Policy
Home-School Communication Policy	Dignity & Respect Policy
E-Safety & Acceptance Usage Policy (students)	
Attendance and Punctuality Policy	All Junior School specific and College related policies are available on the school website <a href="#">here</a> .
Irish Exemption Policy	<b>As a parent/guardian of the Junior School, we ask that you read <u>all</u> school policies at the start of each academic year.</b>
Parent-Teacher Meetings Policy	
Admissions Policy	
Uniform Policy	
Supervision Policy	
Continuous Learning Provision Policy (CLP)	
Support for Learning Policy	



# *‘ARDENS SED VIRENS’*



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