

Bishop Galvin National School  
Orwell Park  
Templeogue  
Dublin 6W



**An Information Booklet for Parents 2020**

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Dear Parents / Guardians,

This booklet is designed to give you an overview of Bishop Galvin National School, and the various activities that take place in our school. It also contains some important information on some of the school policies, which have been developed over the years by the Staff and Board of Management. These policies are designed to ensure the smooth running of the school.

Bishop Galvin NS is a welcoming, happy school, where we all work together for the benefit of the pupils who attend here. As a staff, developing open, positive relationships with parents and pupils is our priority.

We are very proud of our school and of the pupils who attend it. We hope that you find this booklet a useful introduction to our school, and we look forward to meeting with you and your child.

Yours sincerely,

Kathryn Corbett  
(Principal)

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## **School Background**

Bishop Galvin National School is a co-educational school in Orwell Park, Templeogue. It operates within the rules of the Department of Education and Science and is under the patronage of the Archbishop of Dublin. It caters mainly for children, in the age range eight to twelve, in the Parish of St. Jude the Apostle, Willington, Templeogue, Dublin 6W.

While Bishop Galvin N.S. is a school with a Catholic ethos, it also has due recognition for all other religions.

It is named after Bishop Edward Galvin, a native of Newcestown Co. Cork, who became a missionary priest. He was co-founder of the Columban Fathers and spent most of his missionary life in China. The school stands on its present site as a result of a land grant by the Columban Fathers to the parish of Willington which, in the early seventies, was being administered by the Rev. Andrew P. Boland, the first chairman of the school Board of Management.

The school opened in 1975 with 102 pupils and six teachers. The first Principal was Seán Healy. In 1994, he was succeeded by Jimmy O' Dwyer and in 2006, Eamonn Treacy was appointed. Kathryn Corbett commenced her role as principal in November 2016.

By 1979, numbers attending the school dictated that a second school be built in the parish. Bishop Shanahan N.S., now caters for children from Junior Infants to Second class, while Bishop Galvin N.S. caters for boys and girls from Third to Sixth class. In February 2018, a joint building programme was completed, which saw the replacement of the prefabs with a two storey structure, connecting the two schools, and containing new mainstream and support classrooms. In July of the same year, we began an extensive and ambitious plan to redevelop our playground spaces, which included our recently completed pitch development with a 250m running track, upgraded pathways, outdoor seating and basketball court. Future plans include soft surface play areas, an outdoor classroom, a school garden, and an activity playground.

At present the school has 26 teachers. This includes 18 mainstream teachers, 8 Support Teachers and an Administrative Principal. The teaching staff is supported by 9 Special Needs Assistants, a caretaker and a secretary. The school continues to develop teaching and learning in STEM (Science, Technology, Engineering and Maths) with a dedicated STEMZone which has computers for each pupil to work on, a makerspace for construction activities and a green screen. All mainstream classrooms and support rooms have Interactive Whiteboards. I-pads and laptops are used regularly in classrooms group work and during team teaching. In 2019, the school was achieved the SFI Discover Science and Maths Award, in recognition for teaching and learning in STEM subjects (Science, Technology, Engineering, Maths). A Digital Learning plan is in place, aiming to embed ICT further in teaching and learning across the curriculum.

The school hosts a Visual Arts Exhibition, which proudly displays the work of all our pupils. Musicals and Talent Shows are part of our school calendar along with a STEMtastic event

which showcases pupil learning in STEM areas. Bishop Galvin N.S., has a proud sporting tradition and teams regularly reach Cumann na mBunscol finals in Croke Park. Our Athletics teams compete in Santry each year.

### **The Board of Management**

The Board is comprised of representatives of the Patron, parents, teachers and members of the wider community. There are 8 members on the Board. Elections to the Board are held every four years. A parent or legal guardian of a pupil in the school is eligible for election to the Board. The present Board was elected in November 2019. The current Chairperson is Mrs. Siobhán Farrell.



### **Parents' Association**

Parents have been involved in a variety of ways since the school first opened. In 1986, a committee of parents was formed for both schools and was named the Bishop Shanahan and Bishop Galvin Parents' Association. It is affiliated to the National Parents' Council.

The aims of the association are:

- To provide opportunities for parents to meet and discuss matters of common interest to parents and children.
- To inform parents about the school and its work.
- To encourage civic awareness in parents and children.
- To encourage practical assistance to the schools.

The activities of the Association include liaising with the Board of Management and Principal, organisation of information meetings, fundraising and organising talks by Guest Speakers on various topics of interest to parents in the education of their children.

Parents, teachers and children come together on many occasions during the year at events such as musicals, the Carol service, school exhibitions, church ceremonies, sports events, graduation and at our Book Fair during Literacy Fest.

### **Working Together**

We hope that your child's time in our school will be very happy and that through co-operation and understanding between home and school we shall continue to work together to promote the overall development of the child. We endeavour to give each child an equal chance of obtaining optimum personal fulfilment. The child is entrusted to the care of the school where Christian values of respect and understanding are promoted. Our school encourages a high standard of honesty and tolerance. This atmosphere helps the child to contribute in a positive manner to the life of the school and also makes the child aware of his / her duties towards society.



### *Our Aims as a School Community*

- To enable the child to live a full life as a child.
- To help the child acquire and develop moral and religious values and respect for the beliefs and values of others.
- To equip the child with the necessary skills to live a full life and useful life as an adult in society.
- To promote a positive sense of identity in the individual child through cultivating an awareness of our national and European heritage.
- To help each child to actively participate in school life, thus promoting a sense of self-reliance and self-confidence.

### *Our Aims as Teachers*

- To teach in a school where all pupil well-being is a priority
- To be positive role models
- To provide a well-balanced program
- To co-operate with our partners in education

### **Finance**

A Capitation Grant is paid to the school each year to cover costs such as insurance, heating, lighting, cleaning and maintenance. The Minister for Education and Skills determines the amount paid each year. Unfortunately, this level of funding does not adequately meet the requirements of our school. Consequently, we are dependant, from time to time, on local fundraising for the provision of educational equipment.

### **The First Year in Bishop Galvin N.S.**

The vast majority of the children who start in our school in third class come from the parish junior school Bishop Shanahan N.S. There are very close links between the two schools, which makes the transition between schools for the children easier.

Teachers taking third class in Bishop Galvin N.S. meet their new classes in June and welcome them to their new school through various transition activities. Booklists and other information, including details of the Book Rental Scheme, are distributed to the children at this stage. Information for children enrolling in the school from schools other than Bishop Shanahan is sent to the parents directly. In September the children are made familiar with the entire school environment. Parents are encouraged to meet the new teacher informally at our Information evening in June. The date for the first formal Parent / Teacher meeting will be set at the staff meeting in September.

Starting in the senior school can be an anxious time for both child and parent and a settling-in time should be observed to allow the child to adjust to the new routine. If your child is experiencing a particular problem at any stage in the school, it is essential that you communicate this to the teacher. Letting the teacher know will allow him / her to help your child to cope and to make allowances for that distress. However, it is impossible for teachers to give parents their full attention if they arrive unexpectedly at the classroom door. Making an appointment will allow the teacher to make adequate class supervision arrangements.

Children who start in other classes, or who join at other times of the year, are also most welcome.

An Admissions form must be completed for all pupils intending to join the school.

### **Literacy and Numeracy**

*The National Strategy to Improve Literacy and Numeracy among Children and Young People 2011-2012* was published in 2011. To enhance the teaching and learning in the

school, improvement plans are in place for both Literacy and Numeracy. These plans are reviewed and evaluated each year by the staff.

### **Special Education Teaching**

The school's SET policy is based on the Department of Education's revised allocation model and as outlined in the document *Special Educational Needs – A Continuum of Support*. Resources are allocated to a school based on its educational profile, which gives



a school greater autonomy to allocate teaching resources flexibly, based on pupils' needs, without the requirement for a diagnosis of disability. The range of needs can vary from literacy, numeracy, social and emotional, behavioural, etc. through a range of approaches i.e. in-class support (team teaching), small group teaching and individual support.

Emphasis is placed on the early identification and the prevention of learning difficulties. Parents are seen as central to the process and will be kept informed at all stages of intervention. Parents are welcome to discuss the child's progress with this teacher and in turn the teacher will suggest ways in which parents can support their child's learning.

### **Assessment and Reporting**

It is the policy of this school to assess pupils' progress in curricular areas on a continuous basis. Continuous assessment includes the following:

- Teacher observation
- Teacher designed tasks and tests
- Pupil projects and portfolios
- Self-Assessment by pupils
- Pupil Profiles
- Samples of pupils work
- Standardised Tests
- Record Keeping



Diagnostic tests will be administered to any pupil who shows significant difficulties in curricular areas and some pupils may be recommended for psychological assessment.

A report is sent home for each pupil in June each year, in accordance with DES regulations and NCCA guidelines. However, it should be noted that parents are welcome to make an

appointment to discuss progress at any time and teachers will inform parents of any challenges at the earliest opportunity.

## **Home / School Communication**

Our school is proud of its positive interaction with parents and guardians of our pupils. Over the years this good practice has benefited all of us involved in the school community.

The staff works towards the ideal of an open, positive relationship with parents / guardians and children. Good home / school communication is vital and parents / guardians are encouraged to keep up contact with teachers with regard to their children's development.

Advance notices of events taking place in the school are communicated by email.

For general information, the school sends a monthly newsletter to parents via email. Notices of school meetings, events, holidays and other items of interest are included in the newsletter. Where necessary, important communication is sent via text.

Our school website [www.bishopgalvin.ie](http://www.bishopgalvin.ie) and Twitter account @bishopgalvin contain regular updates on school life in BGNS.

To promote effective communication we encourage parents and guardians to be mindful of the following:

- Use the child's homework journal for incidental notes regarding absences, homework, etc. Teachers are also encouraged to use the journal to communicate with children and parents.
- Formal Parent / Teacher meetings usually take place in November. The date is set at the September staff meeting. A 100% turnout has been the norm at these meetings over the last number of years. Bookings are made online.
- A written report for each child is posted home in June each year.
- Parents are always welcome to visit the school to discuss any aspect of their child's development with the class teacher, or other teachers, involved in the child's education. We appreciate an appointment for this, so that the teacher's class may be supervised and that matters raised may be given appropriate time and consideration.
- From time to time it may be necessary to further discuss a child's progress with the Principal. An appointment should be made with the school secretary.
- The school should be informed of any issue which may be affecting the education of your child.
- To foster increasing and purposeful co-operation in the school between parents, pupils, teachers and management, we encourage all parents to take an active role in the supportive work of the Parents' Association.

### **School Links**

There is a strong sense of parish among our school community. The school has a designated chaplain from the parish, who helps with the spiritual welfare of the school. The teachers assist parents in preparing children for the sacrament of Confirmation. This ceremony usually takes place in late May or early June.

The school has a keen awareness of the wider issues affecting pupils in today's world. In association with parents, the teachers encourage the children to participate in activities which give them a sense of justice, e.g. St. Vincent de Paul Society Christmas Food Appeal, and other charitable events.

The school has a special relationship with the local GAA club, St. Jude's. The club's Games Promotion Officer (James) teaches hurling and football skills to a number of classes in the school.



### **The School Day**

The school opens at 9.00am and finishes at 2.40pm for all pupils.

Regular attendance and punctuality are very important. Pupils wishing to leave for any reason during the school day must be collected by a parent / guardian and signed out at the secretary's office. It is helpful if the school is contacted in advance of an early collection.

When a child has been absent, a note should be written into the child's homework journal to the class teacher on his / her return. The school is bound by the regulations of the Educational Welfare Board in relation to the absence of pupils.

In the event of a child feeling unwell in school, a parent or authorised contact will be informed. The child may then be collected at reception.



### **Reception Time**

In keeping with the directive of the Department of Education and Science, we wish to advise parents / guardians of the following:

- The school opens at 9.00am.
- The period from 9.00am to 9.20am is designated as reception time.
- Teachers are in their classrooms at this time to receive the children.
- Formal classroom teaching begins at 9.20am.

The doors of the school open at 9.00am.



### **Dismissal Time**

The school closes for formal instruction for all classes at 2.40pm.

Children are dismissed, by the class teacher, at the designated exit doors. We ask parents to advise their children to go home directly rather than remaining around the school buildings or environs.

## The Curriculum

The Revised Primary School Curriculum (1999) incorporates child-centred principles with three aims:

- to enable the child to live a full life as a child and to realise his or her potential as a unique individual
- to enable the child to develop as a social being through living and co-operating with others and so contribute to the good of society
- to prepare the child for further education and lifelong learning.

The curriculum is learner-centred. It emphasises the importance of literacy, numeracy, and language, while at the same time responding to changing needs in science and technology, social personal and health education, and citizenship. The curriculum is presented in 6 subject areas comprising 11 subjects:

Primary School Curriculum	
Areas	Subjects
Language	English, Gaeilge
Mathematics	
Social Environmental and Scientific Education (SESE)	History, Geography, Science
Arts Education	Visual Arts, Drama, Music
Physical Education	
Social, Personal and Health Education (SPHE)	

Further information for parents is available on [www.ncca.ie](http://www.ncca.ie).



Bishop Galvin National School encompasses the principles and the ideals of the curriculum. In particular we place emphasis on the following:

- The full and harmonious development of the child
- The importance of individual differences
- The importance of activity and discovery methods
- The importance of environment-based learning

### **The Website**

Our school website is a valuable resource for both parents and pupils. It provides up to date information and serves as a means of communication between home and the school. It includes our Twitter feed @bishopgalvin, which provides daily posts on what's happening in BGNS. The school has Digital School status and has been a centre of excellence in this regard for many years. The school site can be accessed at [www.bishopgalvin.ie](http://www.bishopgalvin.ie)

### **STEMZone**

The school has a STEMZone which has computers for each individual pupil. Programmes are carefully selected by the staff and all pupils have supervised access to the internet through our Acceptable Use policy.



## **Interactive Whiteboards**

All our classrooms, including our Support rooms, have Interactive Whiteboards. These excellent devices give a new dimension to teaching and learning and they allow instant access to the internet and all its resources. They assist teachers in making our school a modern and progressive centre of learning.



## **Healthy Living**

Health education and dietary awareness are part of the school programme. We have a Healthy Living policy in which pupils are actively encouraged to exercise regularly and eat healthily. Parents are requested to keep treats to a minimum and Friday is “treat day”. Fizzy drinks are also discouraged. Pupils are required to take home all uneaten food and all packaging is sent home for recycling.

## **Illness**

If your child is sick, please do not send him / her to school. If your child develops a particular health problem such as asthma, diabetes, please inform the school.

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date.

If your child requires medication in school, you will need to make special arrangements. Approval from the Board of Management must be granted in all cases. When a child becomes ill in school, parents are contacted and are advised of the situation.

## School Uniform

Wearing the school uniform and P.E. tracksuit promotes a sense of identity and unity among the children. It is expected that all children wear the school uniform.

### Boys

Navy trousers  
Navy V- Neck Jumper  
White Shirt  
School tie

### Girls

Plaid skirt or navy trousers  
Navy V- Neck Jumper  
White shirt / blouse  
School tie

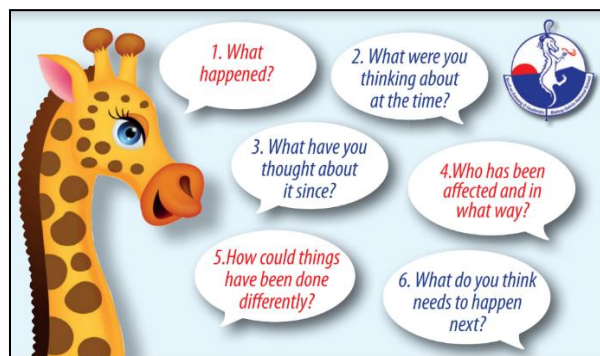
The P.E. Uniform for both boys and girls is a Navy and Royal Blue Tracksuit with school crest. A royal blue or white polo shirt may be worn with the tracksuit.

The suppliers of uniforms and tracksuits are published in the monthly newsletter at appropriate times of the year.

## Code of Behaviour

A high standard of good behaviour exists in the school and this is reflected in a friendly happy atmosphere. The purpose of our Code of Behaviour is to ensure the smooth running of the school and for the safety and protection of the children. It incorporates Restorative Practice (RP), which emphasises the importance of relationships and communication, and the values of respect, fairness, empathy and responsibility. RP questions (see below) are used to resolve conflict, with the aim of restoring relationships. The image of the giraffe is used because it is the animal with the largest heart (to emphasise care) and the longest neck (to see all perspectives).

A copy of the code the school Code of Behaviour is on our website, with an abbreviated version in the Homework Diary. Parents and pupils sign an agreement with the code each school year as the support of parents is essential in supporting the implementation of the code.



## Child Protection

The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies,

practices and activities. In accordance with the requirements of the Department of Education and Skills' *Child Protection Procedures for Primary and Post Primary Schools*, the Board of Management of Bishop Galvin National School has adopted and will implement fully and without modification these procedures as part of this overall child protection policy.

The school adheres to the following principles of best practice in child protection and welfare. The school will:

- a. recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations
- b. fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children
- c. fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
- d. adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect
- e. develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- f. fully respect confidentiality requirements in dealing with child protection matters

The school's *Child Safeguarding Statement* is posted in the reception of the school and published on [www.bishopgalvin.ie](http://www.bishopgalvin.ie).

## **Bullying**

The school policy on Bullying fully complies with the requirements of the *Anti-Bullying Procedures for Primary and Post-Primary Schools* which were published in September 2013.

***Bullying is unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time.***

The following types of bullying behaviour are included in the definition of bullying:

- Deliberate exclusion, malicious gossip and other forms of relational bullying, cyber-bullying and identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person's membership of the Traveller community and bullying of those with disabilities or special educational needs.
- Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's code of behaviour.

- However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.
- Negative behaviour that does not meet this definition of bullying will be dealt with in accordance with the school's Code of Behaviour.

The Board of Management recognises the very serious nature of bullying and the negative impact that it can have on the lives of pupils and is therefore fully committed to the following of the key principles of best practice in preventing and tackling bullying behaviour. Our Anti Bullying Policy is currently being reviewed and updated.

### **Homework**

In order to achieve the following objectives a suitable amount of homework is given.

1. To help the child develop a habit of independent learning.
2. To learn how to organise and use free time.
3. To consolidate work being done in school.

Time spent on homework is relative to the child's age. The following are recommended maximum homework times:

- 6<sup>th</sup> class: 1 hour
- 5<sup>th</sup> class: 45 mins - 1 hour
- 4<sup>th</sup> class: 45 mins
- 3<sup>rd</sup> class: 30 mins

A balance between oral and written work is considered to be important. A strong emphasis is also placed on neatness and presentation. Our policy is currently being reviewed, with the aim of including updated learning activities.

It is very important that parents establish a routine for homework time.

1. Set aside a regular time.
2. Make sure that your child is seated comfortably without distraction from television or computer games.
3. Ensure your child has an adequate supply of pens, pencils and anything else necessary to complete their work.

All children have homework journals. These journals are an important source of communication between parents and teachers. Parents are encouraged to sign journals and homework copies on a daily basis.



## Extra-Curricular

The school offers a wide range of extra-curricular activities. Classes in Art and Crafts, Continental languages, Music, Computers and Speech and Drama have been particularly popular over the years. A timetable of after school classes is emailed to parents at the beginning of each term.



## School Musicals

School musicals are staged every two years. The staff decide, generally at the September staff meeting, if a musical will be held in a particular year.

### Productions to date

- 1986 "Joseph and the A.T.D." and "The Wizard of Oz"
- 1988 "Oklahoma" and "Mary Poppins"
- 1990 "Help" and "Oliver"
- 1992 "Joseph and the Amazing Technicolor Dreamcoat"
- 1994 "Oliver"
- 1996 "Oklahoma"
- 1998 "Joseph and the Amazing Technicolor Dreamcoat"
- 2000 "The BGs"
- 2002 "Oliver"
- 2004 "The Wizard of Oz"
- 2006 "Joseph and the Amazing Technicolor Dreamcoat"
- 2008 "The Wizard of Oz"
- 2010 "Don't Stop Believing"



- 2012 “Mary Poppins”
- 2015 “Annie “From Rags to Riches”
- 2018 Peter Pan
- 2020 Alice in Wonderland

Children in 5<sup>th</sup> and 6<sup>th</sup> class can audition for the musical and 3<sup>rd</sup> and 4<sup>th</sup> class are given the opportunity to participate in the chorus.



## **Sport**

The school has a proud tradition in sporting activities. The school takes part annually in Boys' Gaelic Football, Girls' Gaelic Football, Hurling and Camogie in the Cumann na mBunscol Leagues. School Athletic teams feature annually in Dublin finals in Santry.

Active Schools Week is held in the school in April/May and is eagerly anticipated. The emphasis is on participation in a range of activities including GAA, rugby, dance, gymnastics, yoga, etc.

The P.E. Hall is in constant daily use for physical education, games, movement, dance and drama. Currently, we have exciting and ambitious plans to develop our outdoor play areas to include a running track, pitch development, soft surfaces and a basketball court.



### Roll of Honour in Cumann na mBunscol finals

1980	Corn Clonmore	Football
1981	Sciath Millar	Football
1986	Corn Harry Conlan	Hurling
1986	Corn Chúchalainn	Camogie
1987	Corn Chúchalainn	Camogie
1987	Corn Aghais	Hurling
1988	Corn JM&O'B	Hurling
1988	Corn Chúchalainn	Camogie
<b>1989</b>	<b>Corn Chúchalainn</b>	<b>Camogie</b>
<b>1989</b>	<b>Corn Frank Cahill</b>	<b>Hurling</b>
1990	Corn Chúchalainn	Camogie



1991	Corn Bean Uí Phuirseail	Camogie
1992	Corn Clanna Gael	Football
1992	Corn Oideachais	Hurling
<b>1993</b>	<b>Corn Bean Uí Phuirseail</b>	<b>Camogie</b>
<b>1994</b>	<b>Corn Marino</b>	<b>Hurling</b>
1995	Corn Kitterick	Football
1995	Corn Bean Uí Phuirseail	Camogie
<b>1996</b>	<b>Herald Special</b>	<b>Hurling</b>
1998	Herald Special	Hurling
2000	Corn Bean Uí Phuirseail	Camogie
<b>2000</b>	<b>Corn Royal Breffni</b>	<b>Football</b>
2001	Corn Bean Uí Phuirseail	Camogie
<b>2003</b>	<b>Corn Oideachais</b>	<b>Hurling</b>
<b>2003</b>	<b>Corn Oideachais B</b>	<b>Hurling</b>
<b>2004</b>	<b>Corn Bean Uí Phuirseail</b>	<b>Camogie</b>
<b>2005</b>	<b>Corn Bean Uí Phuirseail</b>	<b>Camogie</b>
2006	Herald Special	Hurling
2006	Corn Kitterick	Football
<b>2007</b>	<b>Herald Special</b>	<b>Hurling</b>
2011	Sciath na nGearaltach	Football
2011	Corn na nGearaltach	Football
2012	Corn Bean Uí Phuirseail	Camogie
2013	Corn J M O'B	Hurling
<b>2014</b>	<b>Sciath Austin Finn</b>	<b>Football</b>
2015	Corn Bean Uí Phuirseail	Camogie
2015	Sciath Marino	Hurling
2015	Corn na nGearaltach	Football
<b>2017</b>	<b>Sciath na nGearaltach</b>	<b>Football</b>
<b>2019</b>	<b>Corn Austin Finn</b>	<b>Football</b>



## The School Crest



The elements that make up the Crest of the school reflect on the life of the school and the ideals of Bishop Galvin.

- The Dragon: Symbol of China and Bishop Galvin's work there.
- The Staff: A symbol of the Bishop's authority.
- The Flame: The flame of knowledge signifying the work of the school.
- The Rising Sun: The symbol of "The Far East" and the present day work of the Columban Fathers.
- The Hills: The Dublin Mountains viewed from the school's playground.



## **An Information Handbook for Parents**

