



DAY TO DAY INFORMATION

FOR PARENTS/GUARDIANS 2025/26

The School Day in the KSP

School begins at 9.05 a.m. for all pupils.

Pupils can enter through the gates from 8.50 a.m. and cars have access to the Turning Circle from that time also, thus providing a 15 minute arrival period. School buses are given access before then. *It is unsafe practice to leave children unsupervised outside the school gates before they open in the morning.* On arrival, the pupils of each class wait outside (in the senior yard area) until the bell goes and their teacher brings them in.

The Infant Day

Class ends at 1.45pm for Junior and Senior Infants.

Junior Infants finish school at 11.50 for the first two weeks of school.

Mid-morning Break (10:50-11:00), Lunch (12:30-1:00)

School finishes at 1.45 pm for Infants and 2:45 pm for the rest of the school.

Children should be collected promptly at the end of the school day

School Calendar

The school calendar is issued each June for the following school year and is posted on the school website.

School Dress Code

- (a) No school uniform is required.
- (b) Attire worn to school throughout the week should always allow pupils to play actively and safely in the yard
- (c) The school dress code is based on health & safety considerations and is available from the office.

Please label all your child's belongings. Lost Property is donated at the end of each term to a local charity.

School Food

Your child will need to bring a drink in a non-glass container, and a mid morning snack along with a small container/lunch box to bring home the waste.

School milk is available to all pupils, for a small charge, each term.

A hot lunch is provided free of charge for your child in Kilkenny School Project NS under the School Meals Programme operated by the Department of Social Protection. Lunch is provided by [Glanmore Foods](#).

Alternatively, if you choose to give your child lunch please avoid the following food: All fizzy drinks, crisps, sweet items and chocolate. Include healthy lunch options e.g. sandwich, pitta bread, rice-cake, etc.

Teachers will inform pupils if they may bring 'sweet' items on other occasions e.g. end of year Party, school tours etc.

The KSP is a **NUT FREE** Zone.

Illness/Accidents

Please do not send your child to school if they are unwell. Medicines should not be sent into school with your child. For serious conditions e.g. which require asthmatic inhalers/anapens, an Administration of Medicine form must be completed annually. Please refer to the [Administration of Medicine Policy](#).

Should a minor accident occur, such as a cut/graze, the wound will be cleaned. If further attention or treatment is required, parents/guardians will be informed. In the case of emergency treatment being required, parents/guardians will be notified immediately so that the child may be brought to the local A&E Dept. of St. Luke's Hospital.

Insurance

All school activities are covered by our insurance policy which indemnifies the Board of Management. Personal Accident Insurance is also available and advisable for all children for a small yearly sum. Parents/guardians are notified of this in September.

School Communication

The School uses the Aladdin Schools software service www.aladdin.ie for administrative purposes and connect will give you secure access to messages from the school and details of your child's attendance, test results, report cards etc via secure login from your internet browser or Aladdin Connect App, which can be downloaded to your phone for free. All payments for extra curricular activities are made through Aladdin. Details of your password and login details will be issued in June.

Attendance and Punctuality

Absences

All absences should be notified to the school. Parents/guardians must provide the Class Teacher with an electronic explanation of their child's absence on return to school via Aladdin Connect (such as illness, family event, appointments etc). According to the Education Welfare Act 2000, the Principal must submit returns to Tusla regarding all pupils who are absent for 20 days or more in total over the course of a school year (whatever the reason for absence and even having informed the school). A text will be sent from the school to notify parents when the total number of days absent has reached 15, then 20.

The Principal, Deputy & Assistant Principals regularly review pupil attendance and punctuality records with particular focus on unexplained absences and pupils who are regularly late. Parents/guardians are contacted to discuss the matter and an improvement plan may be put in place.

Early Pick up

Parents/guardians should also inform the teacher if their child needs to leave class early during the school day. They should call in person to the school office and inform the secretary when seeking to collect children early and the reason for the early withdrawal.

Late Drop Off

The pupil should be accompanied to the office. Where possible (a pre arranged appointment) please let the teacher know via Aladdin or a note in the Homework Diary.

Parent/Guardian Involvement

Please check out the [Kilkenny School Project Website](#) for information on the KSP Executive Committee, the Board of Management, and the Parent Teacher Association.

A special feature of our school is the involvement of parents in school activities. Areas of involvement include helping with Aistear (play) activities with Infants, listening to reading with groups (Literacy Lift-Off in 1st and 2nd classes), physical education, arts and crafts, music, science, supervision on outings and lots more. Please volunteer in any of the above areas, or in any other area in which you are skilled or interested which would benefit your child's class. All activities are organised by arrangement with the class teacher and in consultation with the Principal.

Communication

The relationship between parent and teacher is based on mutual respect, trust and goodwill, and a shared commitment to the student's best interests. Good communication is crucial to this relationship.

The homework diary or Aladdin Connect allows matters that are individual to a pupil to be discussed between teacher and parent. Alternatively, some teachers may facilitate email communication. When it is agreed that a meeting is required the parent/guardian will arrange a mutually suitable time at the earliest possible date. This can be organised through the diary or the office.

The Communication Policy is posted on the school website.

The Parental Complaints Procedure

It is recognised that parents/legal guardians are the primary educators in a child's life and as such from time-to-time concerns may arise which they may need to engage with the school. It is expected that engagement will be timely, courteous and resolution focused to ensure that the important relationship between the parent and school can be preserved and respected. It is expected that all parties concerned will engage proactively. The [Parental Complaints Procedure](#) is designed to provide an open and clearly defined process to facilitate parents/legal guardians in raising concerns about their own child/children in an agreed, fair and transparent manner, with a view to seeking an early resolution of the issue.

Parental Access

Parents/guardians wishing to collect a child / drop off a lunch / pass on a message / speak to a teacher must always call to the office rather than go directly to a classroom. This is in the interest of child protection and to prevent interruptions to teaching and learning.

Reporting

Individual Parent/Teacher Meetings are held each year in either November or January.

Reports are issued once a year in June for all pupils throughout the school. Please inform the office if you require separate reports and meeting times.

Homework

Homework is planned and prepared with your child at school. It is set on Mondays, Tuesdays, Wednesdays and Thursdays, leaving weekends free. Please refer to the [Homework Policy](#).

KSP Code of Behaviour and Anti-Bullying Policy

The [Code of Behaviour](#) and [Anti- Bullying Policy](#) have been drawn up by the Principal and the teachers in consultation with the Board of Management, pupils and parent representatives. These policies are available online. It is the school policy to seek responsible social and moral standards from our pupils and to encourage attitudes which ensure the efficient and happy functioning of the school. The cooperation of parents/guardians in the implementation of the Code of Behaviour and Anti Bullying Policy is essential. Parents are asked to signify their support for the Code at enrolment and annually thereafter through the Homework Diary.

Teaching and Learning

The primary curriculum aims to provide a broad learning experience and encourages a rich variety of approaches to teaching and learning that cater for the different needs of individual children. Some aspects of the primary curriculum are currently under review. The NCCA has developed a number of [resources](#) to help you to support your child's learning in primary school.

School books and copies are provided through the Book Grant scheme. Parents/guardians will be asked to provide some items such as pencils, crayons etc.

[Learn Together Curriculum](#)

In Educate Together schools, the Learn Together Ethical Education curriculum is taught. It includes learning about values and ethical perspectives; equality and justice; belief systems and an ethical approach to the environment. The KSP holds an annual KSP Day where the whole school come together to celebrate our Learn Together Curriculum and Educate Together Ethos.

[Educate Together's Charter](#) informs the culture and ethos of the KSP.

Optional Denominational Instruction is organised by parent/guardian groups outside of school hours.

To this end the Board of Management endeavours to facilitate any group of parents who wish to organise denominational instruction for their children. Information and contact details are available from the office.

Additional Activities

Children are encouraged to participate in numerous organised activities such as Seachtain na Gaeilge, Active Week, KSP Fun Run, Book Fayre, Léigh le Chéile, Literacy Lift Off, etc.

The Arts

1. The children are provided with the experience of a wide range of arts activities in the school, and also locally (eg Butler Gallery, Barstrom, The Watergate) and nationally (eg trip to National Concert Hall).
2. KSP regularly participates in Arts initiatives such as Creative Schools,

3. [Music Generation](#) provides weekly Music Makers lessons for the younger pupils and Violin workshops for the older classes.
4. Pupils of Fifth & Sixth Class traditionally participate in the National Children's Choir in alternate years and pupils of Third & Fourth class participate in the Peace Proms choir.
5. Creative Drama and Modern Dance are taught at various stages during the child's time at K.S.P.

Physical Education

It is school policy that sporting activities are enjoyed by all the children.

- The school hires the city pool for one hour's swimming each week within the school day. All classes receive tuition and some pupils participate in Kilkenny City Schools Swimming Gala in June.
- Older children play Gaelic Football in the Kilkenny Schools League with training sessions during and after school.
- The school also takes part in locally organised inter-schools athletics competitions – (Kilkenny City Harriers Cross Country event.)
- Educational gymnastics/dance is offered to children in younger classes (Junior Infants to 2nd Class) as part of our school PE programme.
- The school offers tag rugby / soccer/cricket/basketball coaching lessons.
- Sports for All Day and Active Week are held each year usually during the Summer Term.
- Cycling training is usually offered to Sixth Class towards the end of the school year.

Pupil Participation

Kilkenny School Project is committed to being equality based, child centred, co-educational and democratically run

Student Council

The KSP has an active Student Council. The student council is democratically elected annually. The purpose of the student council is to give students an opportunity to develop leadership by organising and carrying out school activities and service projects. In addition to planning events that contribute to school spirit and community welfare, the student council is the voice of the student body.

The Environment

K.S.P. has nine times been awarded the Green Flag for its high standards in environmental awareness and care. Recycling, composting and energy efficiency are all important features of our environmental programme. The KSP has an Environmental Committee who are active custodians of the environment.

Health Promoting School

KSP has been awarded a Health Promoting School flag. Our healthy eating guidelines are long established and we have an Action Plan to promote better mental health and more physical activity in the school.

Travelling to School

Who is Eligible for School Transport?

Primary school children who live more than 3.2 kms from their nearest national school as determined by the Department of Education / Bus Éireann. Check out Buseireann's website for more information.

Junior and Senior Infants who use school transport in the morning must be collected at the end of their school day (1.45pm) as there is not a facility to accommodate them on the premises after this time.

Car Parking and Traffic Guidelines

The Board of Management has drawn up guidelines for traffic safety and control. The following rules must be observed for you and for your children's safety.

- In the mornings, cars and buses which enter the Turning Circle should drop off their passengers as quickly as possible. This area is a set-down area only and leaving a car unattended will not be tolerated. The Staff Car Park is for use by staff members only.
- At afternoon collection times, parents /guardians are also reminded to collect and leave promptly - which is how we prevent traffic build-up and ensure a smooth, speedy and safe entry and departure for everyone. Please follow the instructions of the traffic supervisor (caretaker)
- Cyclists and scooters must dismount and enter the school through a pedestrian entrance.
- Pedestrians should not walk across the Turning Circle but should follow the pathway to the school.
- Do not U-turn or three point turn in the vicinity of the school.
- Do not park in, or across the school gates, or on the bend opposite the gates.
- Do not park or stop in areas allocated for buses.
- A general speed limit of 10 km/h has been laid down for all traffic in the area of the school.

Please remember that our school shares an entrance with local residents, and courtesy and consideration should be shown to our neighbours at all times. Obstructing driveways or other exits, will obstruct the flow of traffic into or out of the estate.

The Board of Management expects full co-operation in implementing these guidelines on traffic safety and control from parents, friends, relatives, childminders who are dropping children to/collecting them from school by car.