

St Andrew's College

Ardens Sed Virens

Parent Handbook 2025-2026





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.

CORE VALUES

At St. Andrew's, our core school values of responsibility, resilience and respect are an integral part of who we are as a people and as a community. They are the things that we believe are important. We strive to live by our core values every day, and they play a key role in shaping our culture, guiding our actions, and defining the character of our school. They help all within our community to be the best that they can be in all that they do.

Responsibility

To be self-motivated and committed to drive learning, and to be active and responsible citizens, demonstrating accountability and integrity.

Resilience

To understand and embrace challenge for personal growth, through endeavour, perseverance, and optimism.

Respect

To be tolerant and understanding of the needs, feelings and interests of ourselves, others, and society, through kindness, consideration, empathy, and compassion.

College Leadership Team



Ms Louise Marshall
College Principal
lmarsall@st-andrews.ie



Mr Ivan Schuster
Chief Financial Controller
ischuster@st-andrews.ie



Ms Cérda Carroll
Deputy Principal
ccarroll@st-andrews.ie



Ms Maeve Costigan
Deputy Principal
mcostigan@st-andrews.ie



Ms Mary Keddy
Deputy Principal
mkeddy@st-andrews.ie



Mr Rob Micallef
Deputy Principal
rmicallef@st-andrews.ie



Ms Denise Buckley
Junior School Principal
dbuckley@st-andrews.ie



Mr Joseph Flynn
Junior School Deputy Principal
jflynn@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

A photograph of a modern school building with a white, grid-like facade and large windows. The building is viewed from a low angle, looking up. A semi-transparent grey box is overlaid on the middle of the image, containing text.

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, AEN Department, 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.

If you are ever unsure, please contact reception:

Email: 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.

Phone (01) 288 2785

Email information@st-andrews.ie

Address St Andrew's College
Boooterstown Avenue
Blackrock
Co Dublin
A94XN72

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



Year Heads



Ms Laura Griffin
First Year Head
lgriffin@st-andrews.ie



Mr Damien Shevlin
First Year Head
dshevlin@st-andrews.ie



Ms Eimear Sloan
Second Year Head
esloan@st-andrews.ie



Mr Aran MacGiolla Bhríde
Acting Second Year Head
amacgiollabhride@st-andrews.ie



Ms Noelle de Courcey
Third Year Head
ndecourcey@st-andrews.ie



Mr David Jones
Third Year Head
djones@st-andrews.ie



Mr Matthew Hickmott
TY Coordinator
mhickmott@st-andrews.ie



Ms Michelle Moran
TY Year Head
mmoran@st-andrews.ie



Mr David Feery
Fifth Year Head
dfeery@st-andrews.ie



Ms Audrey Talbot
Fifth Year Head
atalbot@st-andrews.ie



Mr Diarmuid Canning
Sixth Year Head
dcanning@st-andrews.ie



Ms Brianán McGrane
Acting Sixth Year Head
bmcgrane@st-andrews.ie



Mr Gary Quinn
IB Coordinator
gquinn@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 or nicotine pouches 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
*New

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

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

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



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
*New



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	whehir@st-andrews.ie

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	
TBC	TBC

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	mhickmott@st-andrews.ie
Year Head	
Ms Michelle Moran	mmoran@st-andrews.ie

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:

- ✓ English
- ✓ Irish (unless an exemption is held)
- ✓ Mathematics
- ✓ 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 Gary Quinn	ibo@st-andrews.ie / gquinn@st-andrews.ie

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 Hannah Leggett	hleggett@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	dmallon@st-andrews.ie
Ms Susan Gordon	sgordon@st-andrews.ie

The Additional Educational Needs Department (AEN) 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 AEN 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)

Acting Coordinator

Ms Hannah Leggett

hleggett@st-andrews.ie

The English as an Additional Language (EAL) Department at St Andrew's College helps international students to gain proficiency in the 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](#)

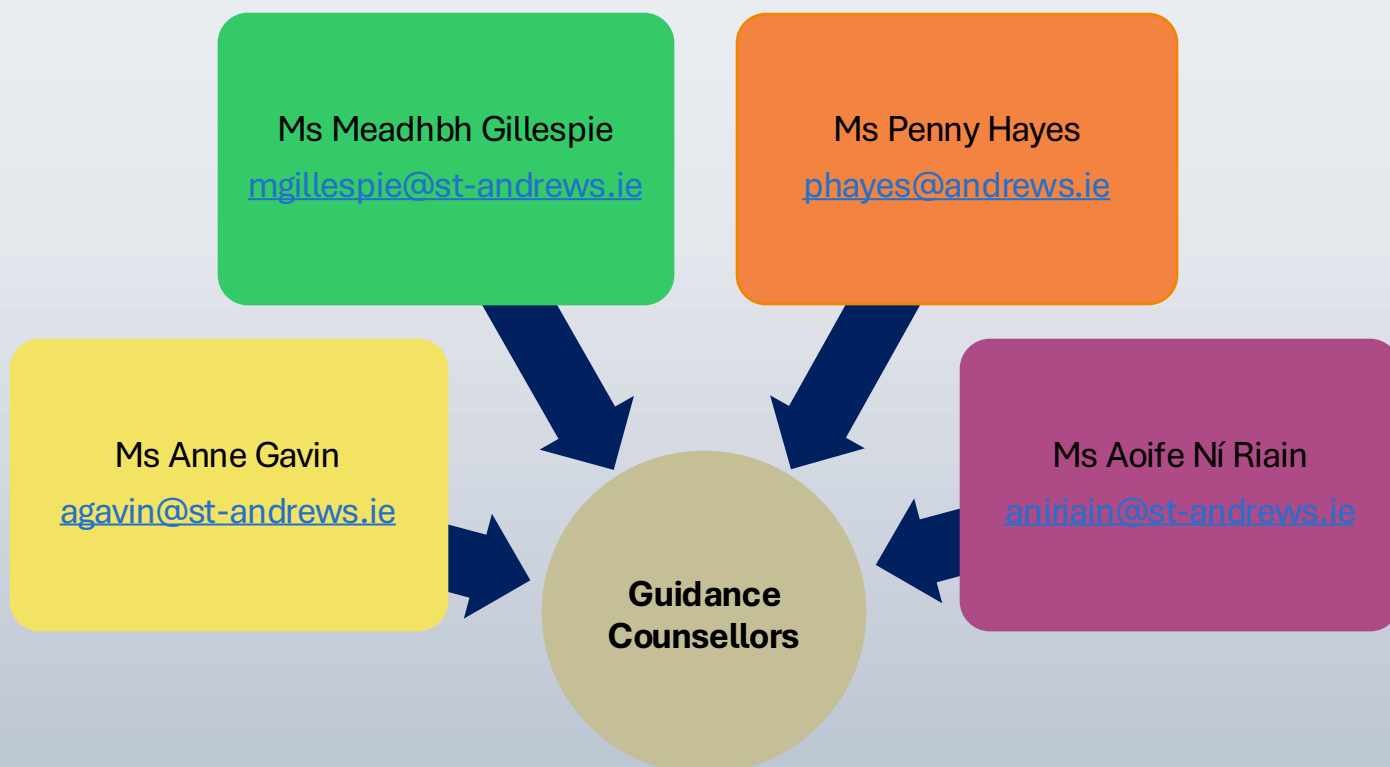




The health and wellbeing of students is of the utmost importance at St. Andrew's College. Our guidance counsellors are available to assist students in making choices during their time in the College.

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	sbelton@st-andrews.ie

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	kryan@st-andrews.ie

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.

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](#)



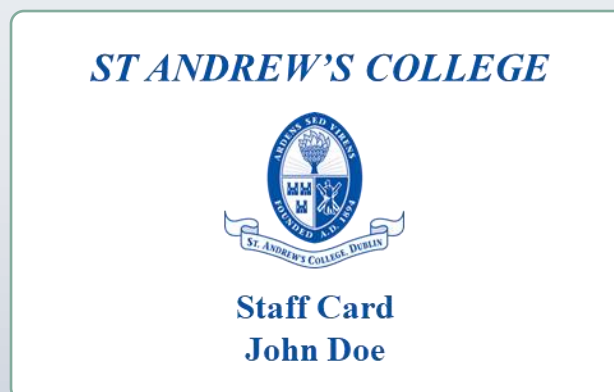
Smartcards

As the College uses a cashless system, smartcards may be used to purchase food from the school canteen 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. 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	mcostigan@st-andrews.ie

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
Session 1: 4.15-5.30pm Session 2 (3rd Years): 6.15-7.45pm Session 2 (5th/6th Years): 6.15-9pm			Session 1: 4.15-7pm	Session 1: 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

St. Andrew's College has implemented a phone-free zone, requiring students to place their phones in a 'Yondr' pouch upon entering the building.

The Yondr Program utilises a simple, secure pouch that stores a phone.

Each student is assigned a personal Yondr pouch at the start of the academic year, a small annual fee is included in the College fees to cover the cost. Students keep their phones but cannot use them until they open the Yondr pouches at the end of the school day. Students must bring their Yondr pouches to and from school daily and are responsible for them at all times.

This phone-free zone aims to create a safe and supportive environment at St. Andrew's College, fostering learning and personal growth for our students, both within and beyond the classroom.

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



Social Media

Social Media Presence - Senior & Junior School

Maintaining an active and positive online presence on the College's Instagram and X (formerly Twitter) pages is essential for keeping the St Andrew's community informed and engaged with the College's busy academic, sporting, and social calendars.

You can view the main social media pages here [Instagram](#) The College also has some dedicated Instagram pages that focus on

[SAILING](#) , [HOCKEY](#) , [BASKETBALL](#) , [RUGBY](#) , [MUN](#) , [ROBOTICS](#) , [UGANDA](#)

1. Type of Content

- We prioritise educational content, showcasing student achievements, projects, and academic events.
- We share information on school sporting programs, extracurricular activities, and staff achievements.
- We showcase all the above via a mix of multimedia content, including photos, videos, and infographics.

2. Best Practice Rules:

- We always maintain a positive and inclusive tone in all posts and interactions.
- We respect student privacy by obtaining necessary permissions before sharing any student-related content.
- We avoid engaging in controversial topics or discussions that may be deemed inappropriate for a children's educational organisation.
- We regularly monitor and respond to comments, fostering a supportive online community.

3. Community Involvement:

- We collaborate with teachers, students, and parents to feature diverse perspectives and experiences.

4. Educational Resources:

- We share relevant resources, articles, and tips to support students, parents, and educators.
- We showcase the school's commitment to academic excellence and innovation.

These guidelines help ensure that our social media presence positively reflects the values and activities of St Andrews College.



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:

<p>Art Club Mr Cousins: lcousins@st-andrews.ie</p>	<p>Environmental Group Mr Moore: smoore@st-andrews.ie</p>
<p>Ballet Ms Quick: 087 690 5881</p>	<p>French Speaking and Debating Club TBC</p>
<p>BT Young Scientist Ms Brogan: lbrogan@st-andrews.ie Ms Casey: ecasey@st-andrews.ie</p>	<p>Grapevine Ms Hickey: rhickey@st-andrews.ie</p>
<p>Chess Club Mr Doyle: jdoyle@st-andrews.ie</p>	<p>Green Schools Mr Williams: mwilliams@st-andrews.ie Mr Moore: smoore@st-andrews.ie</p>
<p>Christian Union Ms Jenkinson: rjenkinson@st-andrews.ie</p>	<p>Intercultural Week TBC</p>
<p>Circuit Training Mr Jones: djones@st-andrews.ie Ms Wallace: gwallace@st-andrews.ie</p>	<p>International Economic Olympiad Mr Doyle: jdoyle@st-andrews.ie</p>
<p>Debating Mr Doyle: jdoyle@st-andrews.ie Ms Kinsella: dkinsella@st-andrews.ie</p>	<p>Linguistics Olympiad Club Ms Reneaud: sreneaud@st-andrews.ie Ms Breton-Higgins: ebreton@st-andrews.ie</p>

<p>Literacy Committee TBC</p>	<p>Robotics and Lego League Mr Doyle: jdoyle@st-Andrews.ie Mr Williams: mwilliams@st-Andrews.ie</p>
<p>Maths Club Mr Goode: dgoode@st-andrews.ie</p>	<p>Drama Ms Carey: gcarey@st-andrews.ie Mr Shaughnessy: dshaughnessy@st-andrews.ie</p>
<p>Model United Nations (MUN) Mr Hehir: whahir@st-andrews.ie</p>	<p>Sport Mr Ovington: iovington@st-Andrews.ie</p>
<p>Music Ms Sawyer: csawyer@st-andrews.ie Ms Noone: anoone@st-andrews.ie</p>	<p>Strength and Conditioning Mr Jones: djones@st-andrews.ie</p>
<p>Music Technology TBC</p>	<p>Student Council Ms Keddy: mkeddy@st-andrews.ie</p>
<p>One Act Drama Festival Ms Carey: gcarey@st-andrews.ie</p>	<p>The President's Award (An Gaisce) Mr Doyle: jdoyle@st-andrews.ie</p>
<p>Reading Club TBC</p>	<p>Wine-Dark Sea Mr McDermott: rmcdermott@st-andrews.ie Ms Garvey: agarvey@st-andrews.ie</p>
<p>Writers Club TBC</p>	<p>Young Economist of the Year Mr Doyle: jdoyle@st-andrews.ie</p>

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	Cross Country	Rugby
Badminton	Golf	Sailing
Basketball	Hockey	Soccer
Cricket	Judo	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 Darragh Shaughnessy	dshaughnessy@st-andrews.ie
Ms Gemma Carey	gcarey@st-andrews.ie

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	csawyer@st-andrews.ie
Music Lesson Queries	musiclessons@st-andrews.ie

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.

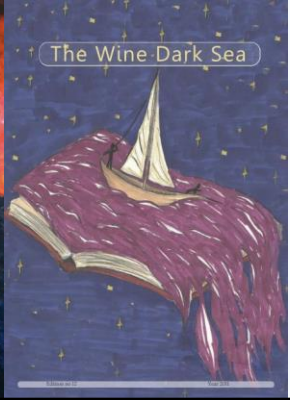
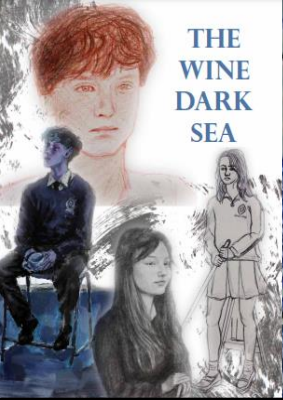
Students who wish to join the school choir must register with the music coordinator before attending rehearsals.

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.

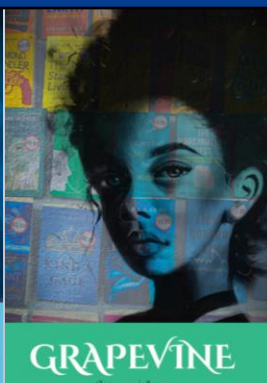
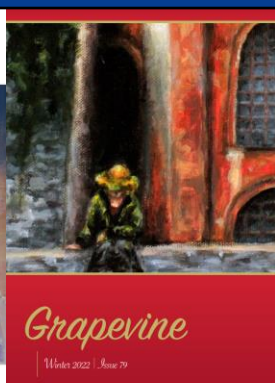
Editor
Mr Robert McDermott rmcdermott@st-andrews.ie
Art Editor
Ms Ailbhe Garvey agarvey@st-andrews.ie

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
Ms Hickey rhickey@st-Andrews.ie





Model United Nations

MUN Coordinator	
Mr William Hehir	whehir@st-andrews.ie

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 500 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

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.



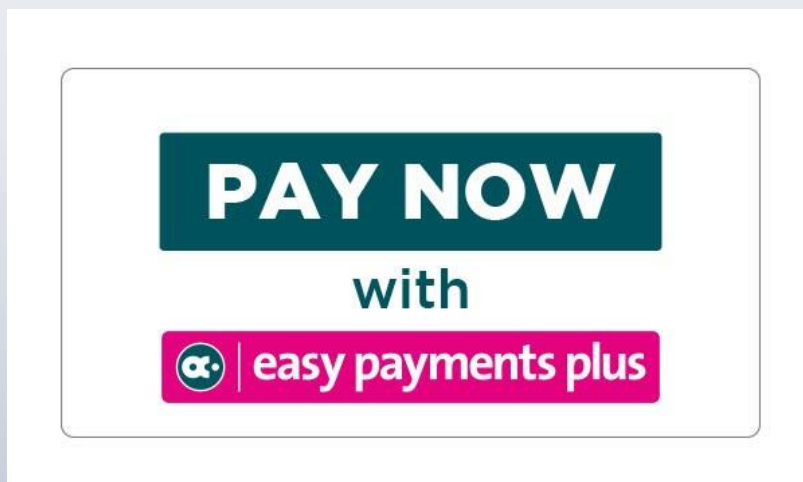
Information on SOCS (sports fixtures and results) can be located via the school website under the drop down menu for 'Sport'.

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.

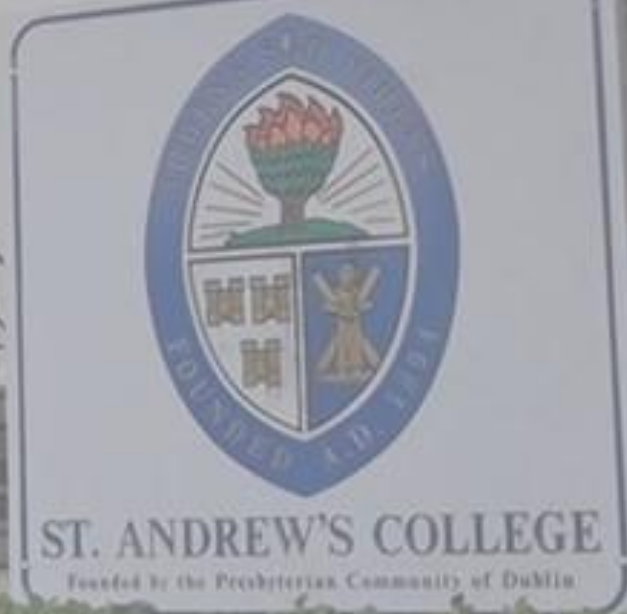
Information on how to register with Easypayments can be found on the school website [here](#)



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 - First, Second, Third, Transition, Fifth and Sixth 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 2025/2026		
Year Group	Date	Time
First Year	Monday 12 January 2026	4.15 – 6.45pm
Second Year	Monday 06 October 2025	4.15 – 6.45pm
Third Year	Thursday 19 March 2026	4.15 – 6.45pm
Fourth Year	TBC	TBC
Fifth Year	Tuesday 04 November 2025	4.15 – 6.45pm
Sixth Year	Thursday 16 October 2025 & Tuesday 24 March 2026	4.15 – 6.45pm 3.55 - 5.55pm

Bí Cineálta 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 Bí Cineálta Policy is available to read on the website [here](#)



Child Safeguarding Risk Assessment & Statement

- New “Child Protection Procedures for Primary and Post-Primary Schools 2023” came into effect from 28 August 2023.
- To view the Department of Education and Skills Circular Letter, 0036/2023, relating to these procedures, please click [here](#)
- To view these new procedures, please click [here](#)
- The Child Safeguarding Statement was reviewed on 9 April 2024. 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), Ms Marshall or, in her 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, Sam Saarsteiner.



Student Council

The St Andrew's College Whole Student Council is 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 Whole Student Council.

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

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

Student Council 2024-2025



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	Caroline Meenan	carolinemeenan@gmail.com
Treasurer	Tristan Woods	woodtristan87@gmail.com
Secretary	Jame McGlynn	pta@st-andrews.ie



Parents / legal guardians play an important and positive role in the life of the College. The PTA acts as a forum for the exchange of information and discussion of topics raised by parents/legal guardians and teachers. The PTA also provides lends practical assistance to the College and provides a range of activities to parents/legal guardians. Membership of the Association is open to all parents/legal guardians of pupils attending the College and to all members of the 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.

At St. Andrew's, our core school values of responsibility, resilience and respect are an integral part of who we are as a people and as a community. They are the things that we believe are important. We strive to live by our core values every day, and they play a key role in shaping our culture, guiding our actions, and defining the character of our school. They help all within our community to be the best that they can be in all that they do.

Responsibility To be self-motivated and committed to drive learning, and to be active and responsible citizens, demonstrating accountability and integrity.

Resilience To understand and embrace challenge for personal growth, through endeavour, perseverance, and optimism.

Respect To be tolerant and understanding of the needs, feelings and interests of ourselves, others, and society, through kindness, consideration, empathy, and compassion.

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 pupils 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.

General Information

The school day

The school day begins for pupils at 8.30/8.40am with registration. Should a child not be present in class by 8.55am, they will be marked absent on the electronic pupil register and an automatic SMS will be sent to parents/guardians. If a pupil arrives later in the morning, attendance will be updated on the register and system to a 'late'.

The school day runs from 8.30/8.40am until 2.40/2.50pm Monday to Friday, except Wednesday, which runs from 8.30/8.40am until 12.40/12.50pm.

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.

If you are ever unsure, please contact reception:

Email: juniorschool@st-andrews.ie

Phone: 01 288 2795

Drop-Off & Collection



Parents/guardians are invited to bring their child into the playground for drop-off and collect them from the teacher in the playground 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 8.30am 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 pupils are permitted to walk home alone if the authorisation form has been submitted 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 are **free** 'prep' sessions for Junior School students with siblings in the Senior School hosted from 3-4pm daily (1-2pm Weds).

There is an afterschool care session daily from 3-5.30pm (1-3.30pm on Wednesdays) which incurs an additional cost.

Parents/guardians must register for afterschool care (fee payable) at the start of the academic year via the online Easy Payments registration and payment system. There is also a facility to sign up for a daily ad hoc session payable by 10am on the required day. 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 pupils should bring in a healthy and substantial snack. At lunchtime, pupils can either bring in a healthy packed lunch or avail of the hot lunch menu. The hot lunch menu is published on the website and in the Junior School newsletter weekly. Lunch vouchers can be purchased via the Easy Payments system.

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, water bottle and lunch box of their choice.

If a pupil 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 booklists available on the website from June. The school provides all copy books 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.

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 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, pupils 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 pupils' 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	scoyne@st-andrews.ie

SAC JS has a team of 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 Student Support Plans (SSPs) 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	ebyrne@st-andrews.ie

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, Music, 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 Easy Payments 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	karmitage@st-andrews.ie

We also offer optional, individual music lessons for pupils in a wide variety of instruments. These are additional to our core curriculum Violin/Strings programme 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 pupils 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 pupil 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.

Pupils who are unable to take part in sports due to injury must have a signed note from home or a doctor to be excused from the PE class. In this instance, pupils will remain in the class with their class teacher. All pupils 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 pupil 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 SAC JS. 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. This policy is reflective of best practice and the views of the school community. P5 and P6 pupils are responsible for recording their homework in their School Planner (provided) and all P1 to P6 pupils should 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](#)

Pupil 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 Pupils

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 pupils 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 pupils 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 Parent Representatives and PTA are a great support network for all parents/guardians.

Mobile Phones, Computers & E-Safety

Mobile Phones

It is quite common that older pupils , generally in P4-P6, travel to school on public transport and may require a mobile phone for safety. Any pupils 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 the end of the school day.

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.

SACJS has an Acceptable Usage and E-Safety Policy that all P1-P6 pupils and parents/guardians must sign. Throughout the year, we guide and instruct pupils 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 pupils, 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 October/November and March/April 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 at the start of the academic year and we use the feedback in our School Action Plan. 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	admissions@st-andrews.ie

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)	<p>All Junior School specific and College related policies are available on the school website here.</p> <p>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.</p>
Attendance and Punctuality Policy	
Irish Exemption Policy	
Parent-Teacher Meetings Policy	
Admissions Policy	
Uniform Policy	
Supervision Policy	
Continuous Learning Provision Policy (CLP)	
Support for Learning Policy	

Bí Cineálta 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 Bí Cineálta Policy is available to read on the website [here](#)



Child Safeguarding Risk Assessment & Statement

- New “Child Protection Procedures for Primary and Post-Primary Schools 2023” came into effect from 28 August 2023.
- To view the Department of Education and Skills Circular Letter, 0036/2023, relating to these procedures, please click [here](#)
- To view these new procedures, please click [here](#)
- The Child Safeguarding Statement was reviewed on 9 April 2024. 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), Ms Marshall or Ms Buckley, in their absence, the Deputy Designated Liaison Person (DDL P).
- If the child protection concern involves the DLP, individuals are invited to contact the Chair of the Board of Management, Sam Saarsteiner.





'ARDENS SED VIRENS'



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