

**St. Ailbe’s School**

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**New Teacher Induction pack**

**Date: 01/05/2024**

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# St. Ailbe’s Mission Statement

* To provide quality education that meets the actual needs of young people in the best quality learning environment, creating an atmosphere of trust and confidence between students, parents, and staff which enhances self-esteem and self-worth.
* To help all pupils reach their full potential in all areas of life, moral, academic, social and vocational, recognising that there is no single standard that applies to all.
* To help pupils grow in confidence with a positive outlook on life and with due consideration for others and for property.

# School Details

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| **Principal:** Mr. Ruaidhri Devitt**Deputy Principal:** Mr. Kieran O’Dwyer**Telephone:** 062 51905**Fax:** 062 51378**School Roll Number:** 72480W**School Email:**officeadmin@ailbes.com | St. Ailbe’s School,Rosanna Road,Tipperary Town,Co. Tipperary.E34H596 |
| **Secretaries:** Clodagh Goode, Mary Campbell**Caretakers:** Nicky Cummins, Bob Martin, Mary Glasheen |

# DEIS Plan

* New staff are expected to make themselves aware of St. Ailbe’s DEIS plan and targets that are currently being undertaken within the school.
* A copy of the DEIS plan and these targets are distributed at the beginning of each academic year and can also be requested from the school principal or vice-principal.

# Droichead

* St. Ailbe’s school has a Droichead team in place, if you are a newly qualified teacher (NQT) please make management aware of this and they will notify the Droichead team.

# First Aid

* St. Ailbe’s school staff are regularly trained in basic first aid.
* Incident report forms are available from the secretary and must be filled in after an incident, signed by the teacher in charge and reported to the principal.
* St. Ailbe’s school have first aid kits stationed in the office storeroom, with ice packs placed in a freezer in the Principal's office.
* Any critical medication is stored in the Principal's office.
* All the practical classrooms within the school have first aid stations with relevant supplies to that area placed within them. E.g. burns gels, plasters, sterile-wipes and eye wash bottles.
* School first aid packs for sports matches, school trips and other excursions are stored in the sluice room.
* If you notice that a first aid box or bag is running low place a request to the office secretary for supplies.

# Risk Assessment

* All practical subjects such as Science, Engineering, Wood Technology, P.E., and Art are required to complete risk assessments yearly. These forms are available from the Principal or the Health and Safety Authority website.

# Vsware – Attendance/punctuality/ behaviour

* All teachers are required to take their role at the beginning of each class. It is important that roles are kept accurate for the school and PPOD, the HSCL (Home School Community Liaison) contacts parents/guardians each day in relation to lates, unexplained absences and absenteeism.
* Any student involved in school activities or sports, etc must be marked as “SCH” to keep student attendance accurate.
* A list of class teachers and Year heads can be found under the “classes” tab on the Vsware homepage.
* Positive/negative behavioural comments can be recorded for individual students.

# Vsware Timetable

* The school day begins each day at 08:50 and finishes at 3:45 on Monday and Wednesday (long day). On Tuesday, Thursday and Friday school finishes at 3:15 (short day).
* The school operates a split break and lunchtime with 1st and 2nd year break at 11:30 and lunch at 13:05 or 13:15 depending on the day.
* All other year groups have break time at 10:50 and lunch at 12:25 or 12:35 depending on the day.
* Each class is 40 minutes long.
* Teachers must ensure to regularly check their Vsware for any supervision classes that may be added throughout the day.

# Vsware Exam/ Term Results

* Student exam results are gathered and entered on Vsware at regular intervals throughout the year, relevant deadlines will be communicated to staff.
* This tab will appear under the Assessment tab on the main dashboard on Vsware.
* Teachers can enter their results add a comment and save when complete.
* Please ensure that correct levels are selected where appropriate.

# Accessing student SEN information

* All SEN information is stored on the “SEN Information for Teachers” team on Microsoft Teams, to gain access teachers must contact the Principal or vice-principal.
* This is a secure team for staff only, given the sensitive nature of the information.
* Student information that is located in the **“Summary by year of entry”** folder located in the files section.
* Teachers are asked to review this information on a regular basis that is relevant to the students/class groups that they teach.

# Inhouse Exams Cover sheet

* St. Ailbe’s teachers are encouraged to use this pack's common exam cover sheet.
* This aims to develop more formative feedback for students to benefit and develop their learning.

# School Calendar on Office365

* St. Ailbe’s places a strong emphasis on using the calendar on Office 365 to book and structure events throughout the year.
* Staff are encouraged to plan and schedule events/excursions as far in advance as possible.
* When booking events/games, teachers are asked to avoid where possible booking similar groups in a short time period (please refer to extra-curricular policy).
* When creating calendar events teachers must add attendees where appropriate (but not limited to) the principal, deputy principal, office admin and St. Ailbe’s teaching staff, etc.
* When a teacher is away on a trip/excursion, they must contact the principal in advance to ensure classes are covered in their absence.

# Printing with UNIFLOW in St. Ailbe’s

* All printing is carried out using Uniflow which is a Cloud based printing platform.
* All teachers must first register with Uniflow using their @tipperaryetb.ie email address. Staff will then receive a pin code in their inbox that is used to sign in to the photocopiers in the school.
* The IT coordinator is tasked with setting up new staff with the service.
* Once teachers send their document to UNIFLOW it is accessible on any printer around the school.
* For Uniflow to work you must keep the file open on the device to be able to select the document and print it from the printers.

# Staffrooms

* Tea/coffee/microwave facilities are available in the main staffroom (beside the main canteen) and ASD staffroom.

# Croke Park Teams

* All staff are assigned to a Croke park team and if you have a particular area of interest, teachers are encouraged to make management aware of this.
* It is possible to part-take in more than one Croke park team if teachers so wish and time allows.

# Wellbeing

* Staff Wellbeing activities are organised throughout the school year, and teachers are encouraged to partake.
* Treat on Wednesday – On the first Wednesday of the month there are treats in the main staffroom. For this event, teachers volunteer to bring a sweet or savoury snack of their choice.

# School-related forms

* Forms relevant to school staff are available on the school website under the downloads section.

# Online Resources/subject department teams

* St. Ailbe’s promotes and encourages teachers to use online resources such as www.examrevision.ie, Studyclix, DEB exams, etc. New teachers are encouraged to contact their subject department heads to gain access using school details.
* New teachers are encouraged to request access to their relevant subject department teams to aid the sharing of departmental resources.

# Extra-curricular activities

* There is a strong atmosphere of volunteering in St. Ailbe’s, if a teacher has an interest in any extra-curricular activities such as sports, musicals, culture, etc they are encouraged to express this interest to staff if they wish to put themselves forward.

# Green Schools/ Orange and Active Flags

* St. Ailbe’s is a participant in the Green and Active Flags programs, new teachers are encouraged to make themselves aware of these targets and can volunteer to join/ assist in these programs.

# School policies in St. Ailbe’s

* All school-related policies can be found using the link below.

<https://www.stailbes.ie/downloads/school-policies/>

Teachers are asked to make themselves aware of the following:

* Code of Behaviour Policy
* Child welfare policy
* Anti-bullying policy
* Health and Safety policy
* Homework policy
* Critical incident policy
* GDPR
* Extracurricular policy

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| --- | --- |
| EXAM COVERPAGE |  |

Subject: \_\_\_\_\_\_\_\_\_\_\_\_ Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Success Criteria** You are expected to:* Attempt every question
* Show all workings
* Indicate your answers clearly
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|  |  |  |
| --- | --- | --- |
| MARKS | TOTAL | % GRADE/DESCRIPTOR |
|  |  |  |

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| Teacher Comments (Medal and Mission)🏅:📈: |
| Student Self Reflection |
| **Revision:**Time spent revising, was this enough? | **Reviewing your test paper:**Where did you lose marks and why? | **Challenging questions/topics:**What questions/topics did you find difficult and why? |
|  |  |  |
| **Moving forward:** What you will do differently or continue to do for the next exam |
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Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_