



# School Information Booklet



# MISSION STATEMENT

St Vincent De Paul Girls' Primary School is a Roman Catholic School with a Catholic Ethos under the patronage of the Archbishop of Dublin. It operates under the rules and guidelines of the Department of Education & Science and follows the Curriculum as prescribed by the Department of Education & Skills.

We seek to provide a sound academic education for each pupil, whilst developing the moral, emotional, spiritual, aesthetic and creative faculties of each pupil.

We aim to develop and promote human and Christian values within the context of a Catholic community. We acknowledge the individuality of each pupil and we aim to nurture self-esteem, self-confidence and a positive self-image.

Our school promotes co-operation and a strong sense of community so that all children experience acceptance.

Every effort is made to allow children the opportunity to express their individuality so that each child experiences success and satisfaction in what they do.

We promote an atmosphere of openness and friendliness, encouraging all pupils to respect themselves, others and their property.

“Education is the most powerful weapon which you can use to change the world.”  
– Nelson Mandela

# PRINCIPAL'S WELCOME

On behalf of everyone in the St. Vincent de Paul Girls' School community, I would like to extend a very warm welcome to you and your daughter. We are delighted you have chosen to send your daughter to our school. We look forward to working with you and your daughter to ensure your daughter has a fulfilling and enriching holistic educational experience at St. Vincent de Paul Girls' School, enabling her to reach her full potential.

Here at St. Vincent de Paul Girls' School we aim to create a happy and friendly learning environment which is child-centred and fully committed to the intellectual, physical, emotional, cultural, moral and spiritual wellbeing of our pupils.

At the centre of this aim is care. A broad and balanced educational experience within our caring community promotes positive attitudes towards learning which enables our pupils to recognise and develop their talents. Our caring, dedicated and enthusiastic staff aims to nurture each pupil by promoting, modelling and valuing lifelong learning for all. We strive to cherish and challenge our pupils in a safe, secure and attractive learning environment.

Our Catholic ethos is underpinned by this caring spirit. St Vincent de Paul Girls' School is a warm, welcoming and respectful place. We strive to provide an inclusive learning environment which is responsive to the needs of all our pupils. We aim to promote equality and provide learning experiences that are engaging, enriching and enjoyable through a broad, balanced and relevant curriculum, supporting all pupils within our school.

We value most highly our relationship with parents and the local community. We have wonderful support from our hard-working and dedicated Parents' Association and Board of Management. We very much value the contribution of parents in their child's education and day-to-day life at our school. We work in partnership with all stakeholders within our school community to ensure the best interests of each child are met.

We hope you find this booklet helpful. Please do not hesitate to contact us if you have any other queries – telephone: 01 833 4697, email: [info@svdpgirlsmarino.ie](mailto:info@svdpgirlsmarino.ie).

Le gach dea-ghuá,

Alison Clinton  
Principal





The school uses the online platform, Aladdin Connect. This is our main communication tool between home and school. The school uses the Aladdin Schools software service for administrative purposes and Connect will give you secure access to messages from the school and to details of your child's attendance, test results, reports cards etc. via secure login from your internet browser or Aladdin Connect App. This is where you sign permissions notes, make payments and enter attendance/early collection/late arrival notes.

Aladdin Connect is a fantastic way to enhance a school's communication with parents. It enables parents to stay connected and informed about their child's education.

You can rest assured that Aladdin Schools uses state-of-the-art security to safeguard information entered by the school and data is stored and processed in strict compliance with Irish and European data protection laws.

You will receive a link by text and email in August. There will be one link per parent to access information for all their children in the school from one user account.

Please do not forward this text/email or share this link as this is a unique registration code for each child in the school.

During registration you will choose a password that will be used in conjunction with your email address to securely access the Aladdin Connect going forward. Once you are registered you will be sent an email with links to download the Aladdin Connect App for your mobile device. The main advantage of using the App is to receive immediate alerts and notifications sent by our school.

Downloading the app is highly recommended to enhance both the parent and school's Connect experience. By default both parents will have access to view their child's contact information. If for any reason you do NOT wish to share your own personal contact information within the family circle or if you have any concerns regarding your particular family setup please contact the school in confidence to discuss this or have this facility restricted.

You will find user information for Aladdin app at the back of this booklet.

## Administration of Medicine

In the event of illness or an injury, basic first aid may be administered. If there is a particular concern, parents/guardians will be called. Please ensure that your contact details are always up to date and that there is an emergency point of contact indicated on your Aladdin profile in case you are not available. If your child has a long-term medical condition that may affect her in school, please contact the school before she starts, to discuss any necessary accommodations which may be required.



Parents/ Guardians must seek permission in writing, from the Board of Management for the administration of medicines in school.

## School Opening and Closing

You will be notified in advance of all school holidays and days off. The school adheres to the Department of Education standardised year.

## Absences

Under the Education Welfare Act 2002 the school is obliged to inform the Education Welfare Officer of all absences exceeding 20 days during the academic year. In the event of an absence, parents should inform the school through the Aladdin Connect system. Upcoming absences, if known, can also be input in advance.

## Pupils Leaving During School Time

Parents/Guardians must notify the school in advance via Aladdin if their child has to leave the school during the school day. You should indicate the time that they will be collected at and whether or not they will be returning. Pupils are not permitted to leave the school unaccompanied during the school day.

## Educational Outings

The school requests online permission from parents/guardians for all educational tours.



## Mobile Phones

St Vincent de Paul Girls' School recommends that for safety reasons mobile phones should not be brought to school. If it is absolutely necessary that a child brings a mobile phone to school, the phone must remain switched off and kept in the child's schoolbag at all times, as per protocols and procedures set out in our Code of Behaviour. Any breach in relation to this will be dealt with under the school's Code of Behaviour

## Lost Property

Please ensure that your daughter's name is clearly marked on all items of clothing, lunch boxes and books. Lost property will be stored outside the office. Any items not claimed within 3 months will be donated to charity

## Curriculum

The primary school curriculum is presented in seven primary areas, some of which are further subdivided into subjects. These are...

**Religious Education**

**Language (Gaeilge and English)**

**Mathematics**

**Social, Environmental and Scientific Education (History, Geography and Science)**

**Arts Education (Visual Arts, Music and Drama)**

**Physical Education**

**Social, Personal and Health Education.**

## Homework

Homework is generally assigned Monday to Thursday.

Suggested timeframe for homework:

2nd / 3rd: 20 - 30 mins

4th: 30 - 45 mins

5th: 40 - 50 mins

6th: 45 mins - 1 hour.



If homework is not completed, a note to the teacher should be written in your daughter's homework Journal.

Homes are busy places but do try to ensure that your child has as quiet a space as possible to do her homework.

## Healthy Lunchbox

As part of the Social, Personal and Health Education programme, (S.P.H.E.), we encourage our pupils to become more aware of the need for healthy food in their lunch boxes. Children who eat a nutritious, balanced diet have better overall health and have been shown to perform better in school.

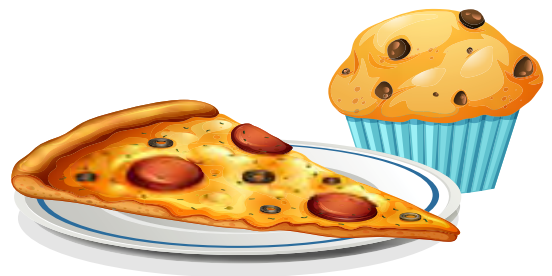
### Suggestions for healthy foods to include in your child's lunch box:



Fruit  
Chopped vegetables  
Diced cheese  
Sandwiches  
Rice cakes (not with chocolate)  
Smoothies  
Wraps or bagels  
Pasta, rice, couscous etc.

### The following should NOT be included in lunches:

Biscuits  
Chocolate  
Crisps  
Sweets  
Chewing gum  
Cake/buns  
Chocolate spread



**Our School is a nut-free zone**  
products which contain nuts, eg. Nutella, chocolate spreads,  
bars containing nuts, etc. are not allowed

## Child Protection

We are committed to ensuring the welfare and safety of all children in our school community. We strongly believe that children should learn in an environment that is supportive, caring, positive and safe. Safeguarding is about ensuring that children are protected from all forms of harm, including bullying or ill-treatment. Our school's Child Safeguarding Statement is on display in the school. This Child Safeguarding Statement was drafted by staff and the Board of Management to meet criteria set out in Circular 81/2017 "Child Protection Procedures for Primary and Post Primary Schools 2017", in accordance with the guidelines set out in the Children's First Act 2015. Our Child Safeguarding Statement and Risk Assessment are reviewed annually by the Board of Management and are available to parents on the school website [www.svdpgirlsmarino.ie](http://www.svdpgirlsmarino.ie)

## Emergency Closing

In the event of an emergency closing, parents/guardians will be informed by text and via the Aladdin app. Please ensure that all contact details for parents, guardians and minders are kept up to date. It is important that we are informed as soon as possible of any change in phone number or email address. You will be able to update your own contact details on the Aladdin app.

## School Uniform

We are proud of our school, and hope that the children will take pride in wearing the school uniform of St. Vincent de Paul Girls' School.

Please ensure that all items of uniform are clearly marked with your daughter's name.

## UNIFORM

School uniform must be worn at all times. It consists of a dark green pinafore or skirt, grey trousers, dark green jumper or cardigan, and a cream blouse. Dark green socks or tights to be worn.

Please refer to our Code of Behaviour for further information.

## FOOTWEAR

Girls are required to wear black shoes, preferably with a strap or laces. Runners should only be worn on P.E. days. For health and safety reasons, runner boots, Converse-style footwear, platforms or slip-on shoes are not allowed.

## SPORTSWEAR

On P.E. days, the girls wear the green school tracksuit with a white polo shirt worn under the tracksuit. Runners should be tied securely and provide adequate support. For safety reasons the only items of jewellery allowed in school are a watch and one pair of stud earrings. Pupils are not permitted to have dyed hair in school.

(\* School tracksuit shorts are also available for summer months)

## Board of Management

The Board of Management has overall responsibility for the school, including finance, maintenance, staffing and the development of school plans and policies. The Board is made up of the Chairperson, the Principal, a Patron nominee, two elected parents (a mother and a father), a teacher on the staff elected by the teaching staff and two additional members proposed by these nominees. The Patron appoints the Chairperson of the Board. The term of office for a Board of Management is four years.

## Parents' Association

We have a very active Parents' Association in the school which organises many events throughout the year. The Parents' Association provides great support to the school through its fundraising ventures. All parents in the school are automatically members of the Parents' Association. The PA liaises regularly with the Principal and school management. Parents' Association meetings usually take place on the second Tuesday of every month.

## Staff

We have an enthusiastic, dedicated, caring and loyal staff led by our Principal, Alison Clinton, Deputy Principal, Catherine Anne Dooley and our In-School Leadership team. Our current school staff is comprised of thirteen class teachers, three Special Education Teachers (SET), three Special Needs Assistants (SNAs), two administrative staff members and a part-time caretaker.

## Special Educational Needs

Our Special Education Teachers (SET) team work in consultation and collaboration with class teachers, parents, pupils and external agencies (as required) to ensure that the pupils in our care with the greatest level of need have access to the greatest level of support. Our teachers use wide and varied teaching approaches which include a combination of team-teaching initiatives, cooperative teaching, early intervention and small group or individual support. Decisions regarding allocation of SNA personnel lie with the Principal and the Board of Management and are based on the nature of additional care need support required.

## Communication

We welcome ongoing communication with parents. The school uses Aladdin Connect as its main communication platform. Annual Parent/Teacher meetings usually take place at the end of November. Parents can request a meeting with a teacher at any time by making an appointment directly with the teacher or by contacting [info@svdpgirlsmarino.ie](mailto:info@svdpgirlsmarino.ie) to organise a mutually convenient meeting time. End of year reports are published via Aladdin two weeks before the end of June. Regular updates are circulated via email and the Aladdin app throughout the year. Each teacher has a school email address which you will be sent at the beginning of the school year. Teachers will always do their best to respond to emails as soon as practicable and we appreciate your patience with this. All urgent communications should be directed to the office at

[info@svdpgirlsmarino.ie](mailto:info@svdpgirlsmarino.ie) or 01-8334697

\* We request that any communication with staff members takes place within school hours.

We hope you have found this information booklet helpful.

Please do not hesitate to contact the school if you have any questions/queries.

We look forward to welcoming your daughter and your family to the St Vincent de Paul Girls' School community.

Best wishes for many happy, enriching and fulfilling years ahead

Alison and staff

## 6 Steps to Set Up your Aladdin App



- 01 Download**  
 Download the app to your phone using the App Store for Apple devices or the Google Play store for Android devices.
- 02 Device Settings**  
 After opening the app you'll be asked to select a device option. If you are the sole user of the device select the first option. If anyone besides you has the ability to use the device select the second.
- 03 Sign In**  
 The next step is signing in to your account. You should have your username and password from the registration process you went through when your school activated the parent portal.
- 04 Mobile Verification**  
 After signing in you'll be brought to the Mobile Verification process. If you would like to receive text messages via the app to this device follow the steps outlined. If you don't wish to receive text messages choose the 'Don't send' option at the bottom.
- 05 Enter Code**  
 You should receive a text message with a 6 digit code after entering your mobile number. Enter the code here and click 'Verify'. Wait for the green tick to confirm your mobile number has been verified.
- 06 Setup Complete**  
 Once verified you will be directed to your account homepage. From here you can navigate to all the different sections of your account. We hope you enjoy using the Aladdin app!

## How parents register for Aladdin Connect



### 1. Link From School

You will receive either a text or email from the school.

Within this message there will be a link unique to you.

Simply tap on this link to begin.



### 2. Connect Registration

The link will direct you to the Connect registration page.

You will be required to enter information such as your child's **first name** and **date of birth**, along with your **own name**.



### 3. Account Setup

The next step is to setup your login details.

To create your account you will be asked to enter an **email** and **password** that will act as your login.

Make sure to select an email you have access to and a password you will remember.



### 4. Account Created

Once you have created your account you will be greeted with this screen.

The next step is to download the Connect app.

If you are on mobile you can click the continue button to be directed to download the app.



### 5. Download App

You can find the Connect app on both the Apple App Store or Google Play Store.

The App is free to install so you will need to simply press the install button to add it to your device.



### 6. Sign Into App

Once you have installed the Connect app the last step is to login.

Parents will use the details set up in **step 3** in order to login.

Once signed in parents will be prompted to enter their mobile number for validation.

## 7 Steps to Using your Aladdin App

### 02 Home Page



Quick links to various sections of your Connect account including the Noticeboard and Homework.

### 04 Main Menu



Click on 'Menu' from your bottom navigation bar to open your main menu and navigate through your account.

### 06 Student Menu



The student menu button is located below your child's name on their profile. This will allow you to navigate the various sections of student information.

### 01 Login Page



Sign in to your account, add other accounts, or change your security settings.

### 03 Homework



Clicking Homework from your Home Page will give you each of your children's homework for today. Click on 'View more days' to view future and past homework also.

### 05 Student Profile



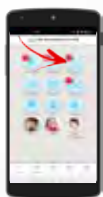
Clicking on your child's name from your main menu will open their student profile where you can access their student information.

### 07 Account Settings



You can access your Account settings from the bottom navigation bar. Here you can change your login details and set your privacy options if needed.

## How parents use the Attendance Notes on Aladdin Connect



### 1. Homescreen

To begin you will need to access the Attendance notes section of the app.

This is done through your app homescreen by tapping on the absence notes section (red arrow).



### 2. Notes Menu

You will now see a list of all the absent note options available to you. The first two options in this list are to notify you if there is an outstanding absence that needs a note submitted or if the school require you to fill in a Return to School Declaration.



### 3. Note type

Next you will need to select the type of note you wish to send to the school.

Here you can select to notify the school of an upcoming absence, early leaving or late arrival by tapping the corresponding option in the list.



### 4. Select Child

After you have selected your note type you will be brought to the following page.

Here you will simply need to select which child(ren) this note applies.

When you have made your selection tap 'Next' to continue.



### 5. Submit Absence

If you choose to submit an absence reason to the school there will be two more steps required.

Firstly, you will need to select an absence reason from the list available, for example illness.

Next you will need to submit some details such as a start and end date for the absence. An additional notes box is provided if needed.



### 6. Submit Early Leaving

If you select the option to submit an early leaving you will be greeted with the following screen.

Here you will need to enter the date and time along with who will collect your child(ren).

A note box is provided if you require any additional information to be sent.



### 7. Submit Late Arrival

If you select to inform the school of a late arrival you will be greeted with this screen.

Here you will need to select a date and the time your child will arrive in the school. If you are unsure the time your child will arrive you can tick the "time is not yet known" box.

An optional notes box is also available such you need.



### 8. Confirmation

Finally you will be greeted with this screen making you aware your message has now been successfully sent.

From here the school will be able to view the note you sent to them well in advance!



### 9. Review Notes

Once a note has been submitted you can review it by returning to the attendance notes section and selecting "view my notes".

Here you can see any recent note you have sent and also have the option to delete a note if you need.

## Having issues logging back in to Connect? Here are the steps to reset your password



### 1. Click forgotten Password link

To begin resetting your password click on the **forgot password** link on the login page.



### 2. Enter your email address

Enter the **email address associated with your Connect account** into the box provided and tap submit.



### 3. Sending of reset email

Once you submit your email address you will be greeted with this screen informing you a reset email has been sent.



### 4. Reset link in email

When you receive your reset email click on the link provided to be brought to the reset password page.

**\*\*be sure to check your spam folder for the email if you don't receive it\*\***



### 5. Select new password

On this page enter your new desired password in the boxes provided and confirm to complete the reset process.



### 6. Login with new password

Once your password has been reset return to the **Aladdin app** and enter your **new login details**.





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