

ABSTRACT

Parent & Student Handbook



Sutton Park School

St Fintan's Road
Sutton
Dublin 13

Tel: +353 1 832 2940
Fax: +353 1 832 5929
Email: info@sps.ie
Web: www.suttonparkschool.com



INTRODUCTION

The School strives to provide the maximum educational experience to support academic achievement and personal development, leading to a purposeful and satisfying life. Sutton Park School prepares students for entrance into the best universities in Ireland and abroad. Good communication amongst teachers, parents and students is essential to assuring a successful experience for each student.

The Handbook is designed to make information readily available to parents and students. The Handbook is divided into three main sections: Senior School, Junior/Intermediate School and Reference Section. The Senior School and Junior/Intermediate School divisions are separated as the students are clearly at very different stages of their development and the policies, questions and concerns parents and students may have are very different. Much of the Senior School Handbook is addressed directly to the student as they are becoming young adults and the greatest commitment must come from them. The Reference section contains the broader matters of concern to the whole school, such as Accreditation, Financial, Transportation/Parking Information and School Access Numbers. The Academic Calendar, which can change so rapidly throughout the year, can be found on our website, with updates provided throughout the year.

MISSION STATEMENT

“We nurture and develop all that is best in each of our students.”

- *We are committed to fostering a sense of identity and self-worth in each of our students.*
- *We are committed to developing a well-rounded individual with skills, attitudes, sensibilities and personal initiative that will allow each to grow into a mature, confident adult.*
- *We are committed to developing the whole person – morally, intellectually, aesthetically, spiritually and physically – in a caring, innovative, multi-denominational environment.*
- *We are committed to striving for high academic standards and in so doing we seek to challenge each of our students to achieve the best that they can.*
- *We are committed to ensuring that each of our students embraces the whole world community and culture, while at the same time fostering an appreciation of Irish culture in which the school is rooted.*
- *We recognise that serving both the school (students, staff and parents) and the wider community is a cornerstone of our philosophy, and we are committed to developing in each student innovative capabilities to participate in a dynamic world environment.*

HOW THE MISSION INFORMS POLICY IN THE SCHOOL COMMUNITY

Spiritual and Moral Development

The School encourages a sense of individual and collective responsibility. Pupils are made aware of their own worth, and encouraged to show concern for and tolerance of, others. They are helped to see through and, if necessary, withstand pressures from outside and from peer groups.

Sutton Park is committed to a coherent programme of moral development. A programme of sex education spanning both Primary and Secondary divisions stresses the essentially human aspects of sexuality and promotes individual responsibility. A programme of community action projects enriches the school community and develops an awareness of the wider community.

Intellectual Development

Sutton Park School aims to foster in its students the attainment of academic excellence appropriate to individual ability and is committed to encouraging intellectual awareness and curiosity. In order to achieve these purposes the Board, Head of School and staff of Sutton Park School will:

- a. accept primary responsibility for meeting the intellectual needs of the individual student by teaching the basic skills of learning, thinking and problem-solving and by the provision of a challenging and broad academic curriculum;
- b. recognise our responsibility to work in co-operation with the home and other relevant social agencies towards meeting the intellectual, physical and emotional needs of the student;
- c. base our teaching on the conviction that every human being is valuable and deserves the opportunity to strive for his best self-realisation as an individual and as a member of society;
- d. hold high academic standards individually applied to challenge the best in each student;
- e. permit self-expression within the limits of the school's standards of personal conduct;
- f. direct all our resources towards an effective teaching/learning opportunities balancing our financial resources equitably between academic staffing, curriculum and physical plant;
- g. strive towards a continuity of the curriculum throughout all the divisions of the School using up to date teaching methods and materials;
- h. employ the latest technological innovations to inform teaching and learning in the classroom.

Instructional Goals & Objectives

The School will strive to provide quality education that will permit and assist every student:

- a. to acquire the greatest possible understanding of himself and an appreciation of his worth as an individual and as a member of society;
- b. to acquire an understanding and appreciation of persons belonging to the many social, cultural, and national groups different from his own;
- c. to acquire, to the full extent possible, a mastery of the basic academic skills;
- d. to acquire a positive attitude towards education and the learning process as a life-long activity
- e. to acquire the habits and attitudes associated with responsible citizenship;
- f. to acquire an understanding of and develop the conditions necessary for maintaining one's physical, mental and emotional well-being;
- g. to receive the opportunity and the encouragement to be successful and creative in one or more fields of endeavour;
- h. to understand the opportunities open to him or her for a productive, happy life, and enable him or her to take full advantage of life's rewarding opportunities;
- i. to understand and appreciate human achievement through the natural sciences, the social sciences, the humanities, and the Arts;
- j. to prepare for and live in a world of rapid change and unforeseeable demands in which continuing education throughout his adult life will be a normal expectation.

The Curriculum

To achieve these goals the curriculum of Sutton Park School will reflect the following guidelines:

- a. The Senior School curriculum is directed towards the Irish Leaving Certificate Higher Level Examination. The curriculum within the Junior & Intermediate Schools is based upon that prescribed for the national primary schools in Ireland and the senior curriculum follows that issued by the Irish Department of Education for Secondary Schools. Where possible, the curriculum shall show an awareness of developments and trends in international education.
- b. Academic excellence, within the parameters of individual ability is a priority and the School uses a robust mentoring system to ensure student progression.
- c. The curriculum in each subject area reflects an orderly progression through the grades. Particular attention is given to curriculum co-ordination between the transition points:

Grade 3 – Grade 4

Grade 6 – First Year Seniors

Transition Year – 5th & 6th Years

- d. Within the limits of our resources the curriculum will
 1. Offer educational opportunities for exceptional students;
 2. Offer special help for students for special needs;
 3. Offer an EFL programme.
- e. The curriculum is continuously reviewed by the professional staff and periodically evaluated to ensure that it meets the needs of all our students and to support the identification and implementation of best practice.

Non-Discrimination Policy

Sutton Park School is a non-profit Charitable Trust governed by a Board of Directors, which is co-educational and multi-denominational in character and which accepts pupils from the Irish and international community regardless of race, nationality or creed.

Teacher-Pupil Relationship

A strong tradition of the School is that of the personal commitment of the academic staff to the advancement and welfare of the individual pupils in his/her care.

The atmosphere at Sutton Park is open and friendly with person to person communication the norm. An atmosphere of trust and friendship is encouraged between staff and pupil, based upon professional concern on the part of the teacher and mutual respect.

Aesthetic Education

Sutton Park believes that an education in the Arts is essential to the full development of the human person and is committed to a coherent and broadly based Arts education for all of its students.

Sports Programme

Sutton Park School is committed to ensuring that all of its pupils participate in a structured sports programme that offers opportunities for students to develop a life-long interest in physical fitness through the enjoyment of both team sports and individual challenge and achievement. While great individual achievement is supported and recognised, the participation of all and the development of personal skills, character, and team spirit are the primary objectives.

Citizenship

The School aims to imbue its students with a sense of pride in their own country and a sense of confidence in and commitment to its future, while also recognizing their role as members of the world community. They are encouraged to recognise that personal endeavour, integrity and a sense of social justice can provide an adequate level of prosperity at both a personal and national level. Citizenship is rewarded and celebrated at our Graduations and Final Assemblies.



ACCREDITATION

In 1997, Sutton Park School received full accreditation to the European Council of International Schools (ECIS) and the New England Association of Schools and Colleges (NEASC). This was the reward for undergoing a rigorous year-long process of self-assessment and external evaluation, and we are justifiably proud of our achievement.

In May 2009 we were reaccredited by the European College of International Students (ECIS) and the New England Association of Schools and Colleges (NEASC). In May 2014, the School successfully passed its 5 year review. We are due to receive the visiting team for the 10 year reaccreditation review in 2019

Sutton Park is one of only two schools in Ireland accredited by both ECIS & NEASC. This places the School in the company of the best schools in the world today. Schools seeking accreditation must undergo a rigorous self-examination followed by an objective external valuation by recognised international educators.

The main aims are:-

- To foster excellence in primary and secondary education;
- To encourage school improvement through a process of continuous self-study and peer review;
- To assure the school, and the constituencies it serves, that it provides a quality educational programme for students based upon clearly defined goals and objectives that are appropriate for its unique school population.

Sutton Park School was evaluated against two basic benchmarks, our own Philosophy and Objectives and the Standards for Accreditation, a set of written standards developed and endorsed by educational peers, designed to ensure that a school is offering a broad general education of a high quality. These common standards do not pre-suppose any specific model of excellence or seek to impose the methods of one school on another. The guiding principle is that a school will be evaluated in terms of its own Philosophy and Objectives.

CALENDAR

The School Calendar for the year is on our website. Changes are regularly made to the Calendar on the School website (www.suttonparkschool.com), which may be consulted and downloaded throughout the year. To access a printable version, please go to the Downloads section of the website. Reminders of events are texted to parents, so we ask that you ensure we have your correct mobile phone number.

COMMUNICATIONS

Communications Between the School and Parents

Sutton Park School is committed to the belief that, at its most effective, the education of young people is a collaborative enterprise involving teachers, parents and the pupils themselves. Parents (and guardians) know a great deal about their children and have insight into their strengths, skills, interests, preferences, aspirations, anxieties and difficulties. On an on-going basis we invite you to share your knowledge with us, and to share your thoughts, ideas, concerns, and observations.

We encourage you to be actively involved in the education of your children, attending as many School meetings as possible, as we believe that a close parent-teacher working relationship plays an important part in ensuring that each pupil reaches his or her academic potential. It is the School's aim to keep parents informed so that they can fully understand any measures the School is taking. Parents and pupils' views are invited and highly valued as a contribution to the process.

School Communications to Parents

Apart from Parent-Teacher Meetings, the School normally communicates with parents, directly or indirectly, by means of:

- The School Handbook
- The School website – see the news bar for regular updates.
- Text messaging - please ensure that the School has up to date mobile phone number
- Email
- Newsletters
- The School's Open Days, information evenings, exhibitions, productions or events

Parents' Role in the Communication Process

To help fulfil their important role in their child's education, and to be as informed as possible in any communications or discussions with teachers, parents are requested and encouraged:

- to ensure that their child has at least the basic equipment necessary for their proper participation in lessons;
- to show an interest in and ask questions about, the work and activities in which their student is currently engaged at School and/or at home;
- to look at periodically, ask questions about, and comment meaningfully on, their child's work;
- to ensure that their child completes any set homework on time;
- to make every effort to attend the School's Parent Evenings, Open Days and any other pertinent events, and when so doing, to make time to discuss their child's work and progress and to look at some of the work displayed;
- to communicate to the Head of Year or Student Support Services team any concerns or difficulties, interests or aspirations, that are either specific to, or that are seriously affecting, their child's education.

Procedure

When a parent needs / seeks clarification concerning the education of their child, they should firstly consult their child's Class Teacher / Head of Year.

Parent-Teacher Meetings

Parent-Teacher Meetings are arranged in both the Junior, Intermediate and Senior School several times a year. Find further details in the relevant sections.

Family Contact Details

Parents, please notify the School immediately of any change in contact details. Your mobile phone number(s) are particularly important for emergency contact. Your e-mail will also aid in efficient and timely communication. A Contact Update Form will be sent to parents at the beginning of each year.

Email Contact

If parents wish to contact a member of staff, the best way to do so is by email. The usual form of email isforename.surname@sps.ie

The School Website

Parents are encouraged to check the School website www.suttonparkschool.com regularly for updates to the Calendar and notices about upcoming events. The PTA maintains a page which gives details of its activities, and you will also find reports and pictures of sporting and academic events during the year.

SPECIAL EVENTS

PTA Annual General Meeting

September

Parents are invited to become involved in the activities of the PTA. The first event on the PTA calendar is the Annual General Meeting and is a good place to start. The PTA holds various fund-raising events throughout the year, and all willing helping hands are very welcome.

Open Evening / Open Days

October

All parents are invited to these events, which welcome prospective students and parents to Sutton Park School to see and hear about the School. Throughout the School, students and teachers host displays of their work. Prospective parents and students are met in the Reception by Sutton Park students and are given a guided tour of the School culminating in refreshments in the Atrium and an address by the Head of School in the Library. The prospective parents find meeting parents of current students particularly helpful.

School Carol Service

December

This Service takes place annually in one of the local churches. All parents are invited. The Choirs and Orchestras of both the Junior and Senior Schools lead this very popular celebration of Christmas.

Junior School Christmas Concert

December

Every year a number of Junior and Intermediate classes present a Christmas Concert. Parents are informed well in advance of the details. All parents are invited to attend.

The Young Musician Competition

November

The Young Musician Competition is open to students who reside in North Dublin or attend a music teacher in the area. All parents are welcome to attend the Prize-Winners' Concert, at which the principal award of the Competition, the Dr Patrick Hillary Perpetual Trophy, is awarded.

Junior & Intermediate School Sports Day

May

Normally organised along the lines of an international Sports Meet, the children compete for the different countries represented in the School. Colourful flags and face-painting and much partisan rooting makes this an extremely enjoyable day for parents and pupils alike. The races for parents are good fun and always raise a laugh! So come dressed in relaxed clothing and enjoy the day!

Senior School Sports Day

May

This is another wonderful spectacle for parents to attend. The students take the competitions very seriously - highly coveted school records and the ultimate prize, the Inter-House Trophy, are at stake.

Graduation

May

Sixth Year Graduation is one of the most-loved events on the School calendar. Graduates, their parents, and their teachers and staff come together to share a festive Summer buffet and bid farewell to the graduating class.

Final Assembly & Sports Award

May

Final Assembly and Sports Awards. On the last day of term, the Sports Department gives its annual review of sports achievements. Students are also given their Citizenship Awards, 3rd Year Subject Awards and a variety of prizes for all year groups. This is an important day in the School calendar and parents are encouraged to attend.

Summer Camp

The School runs an annual Summer Camp in the first two weeks of July for children in the locality aged 4 - 14. The camp includes a wide range of activities and sports suited to the different age groups. Brochures are circulated to parents during the Summer Term.

SCHOOL ACCESS NUMBERS

Phone from inside Ireland	(01) 839 9400
Phone from outside Ireland	+353 (1) 839 9400
Fax	+353 (1) 832 5929
Email	info@sps.ie
Website	www.suttonparkschool.com

Please refer to our website www.suttonparkschool.com for any updated information.

TRAFFIC & TRANSPORT

Vehicle Access to School Grounds

If you are a parent of children in Junior / Senior Infants and Grade 1, the following applies:

- The youngest children in the School (JI, SI and Grade 1) will still be dropped off and picked up on the school site during the busiest morning times 8.00 am – 9.00 am and afternoon times 2.15 – 4.00pm
- Parents with children in JI, SI and G1 will be allowed onto the school site between these hours only if they openly display a Sutton Park School on-site access sticker on their window screen on the driver's side.
- These on-site parking stickers are only available from Reception. Parents must sign up at Reception to receive their stickers. A maximum of two stickers have been allocated per family. Stickers are not to be transferred to other parents under any circumstances.
- All existing parking regulations must be adhered to while on the school site.

If you are a parent of children in Grade 2 to Grade 6 and the Senior School, the following applies:

- All other vehicles will be refused access onto the site during these hours. An official Traffic Steward will be on duty in order to enforce the arrangements
- Parents with children in Grade 2–Grade 6 and in the Senior School must now park on St. Fintan's Road. All parents dropping and picking up pupils and students are responsible for ensuring their charges are guided safely onto the pathways on the school site
- In order to alleviate some of the inevitable pressure on this quiet, residential street we would ask that you drive up St. Fintan's Road and that after you drop off/pick up to turn right into Sheilmartin Road and then right again by Sutton Castle proceeding down onto Strand Road, thereby creating a flowing loop to avoid congestion on St. Fintan's Road

I

Student Parking

Due to the lack of parking space, students are not allowed to park on the school grounds during the school day.

Public Transport

Bus: Please refer to Dublin Bus website for information on routes

Trains: The nearest DART station is at Sutton. The nearest rail stations are Portmarnock and Howth Junction. Students may time their arrival at Sutton or Portmarnock Stations to catch one of the school-link buses.

Private Transport

Sutton Park School Minibus

The School minibus transports students from the Swords area. Places are limited. Contact the Business Office for further information. This service begins on the first school day at the start of each term.

Private Minibus

A private bus serves students living in the Glasnevin, Drumcondra, Griffith Avenue and Clontarf areas (subject to numbers availability). For details please contact the Business Office.

A private bus operates on the afternoons of Monday, Tuesday, Thursday and Friday to Malahide. For details, please contact the Business Office.

Parents should contact the private companies for details of their start dates.

CLASS TIMES – SENIOR SCHOOL

Time	Monday	Tuesday	Wednesday	Thursday	Friday
1 st Period 08.45-09.25			9.00-9.35		
2 nd Period 09.25-10.05			9.35-10.10		
3 rd Period 10.05-10.45			10.10-10.45		
10.45-11.05	BREAK	BREAK	BREAK	BREAK	BREAK
4 th Period 11.05-11.45					
5 th Period 11.45-12.25					
6 th Period 12.2-1.05					
1.05-1.45	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
7 th Period 1.45-2.25			Hockey Matches Sports Extra Curricular Activities Prep		
8 th Period 2.25-3.05					
9 th Period 3.05-3.45					
3.55-4.55	Extra Curricular Activities				Prep