



24th August 2023

Opening Dates & General Information

Dear Parent / Guardian,

I hope you have had an enjoyable summer. We look forward to meeting all of our students shortly and especially our new First Years. As we approach the end of August I write to you regarding information about the start of the new academic year.

The school calendar is communicated in the Student Diary/Journal and on the school website. The opening dates for the academic year 2023/24 are:

First Year Induction	Tuesday 29 th August 2023	9 am – 1.15pm
	Wednesday 30 th August 2023	9 am – 4.00 pm
2nd & 3rd Years only	Thursday 31 st August 2023	9 am – 4.00 pm
Senior Students only	Friday 1 st September 2023	<u>9am – 1.15 pm</u>
All Students Return	Monday 4 th September 2023	8.52am – 4.00 pm

First Years First Day

Regrettably, parents/guardians may not accompany their child(ren) into the school on the first day. Students should come to the front door of the school and then they can enter the school through the front door. Staff and our Senior Prefects will be there to welcome them!

Entrance and Exit Points

To facilitate students arriving and entering and exiting the grounds safely, we ask that no students be present on school grounds before 8.10 am. From 8.22 am to 8.52am, staff will be supervising inside the school building. Over this period, students can enter the school grounds through the front side or rear gate but must use the one way system inside the school building.

Lockers

Students are only allowed to access their locker outside of tuition/class time. The best times are in the morning before 8.52am , at small break (11 -11.15am), during lunch break (1.15 – 2pm) and after last class of the school day. Students are not allowed to access their lockers at any other time.

School Uniform

Full uniform is expected to be worn at all times. It is not allowed to wear PE gear in on days where there are extra-curricular activities.

Students' Equipment and Stationery

- Students should bring their own pens, pencils, colours, rubbers, etc. to school in their own pencil case.
- Students may be required to submit homework through Microsoft Teams and there will be training for this in the early stages of the school year. While it is not essential, we would encourage parents/guardians to invest in a laptop device for their student's schoolwork, if possible.

Learning Support

In keeping with our special educational needs (SEN) policy, learning support will be provided by a blended approach of in-class and small-group support. Initially, the focus will be primarily on welcoming the students back, giving them a chance to speak about how they feel, and establishing relationships and routines. The provision of support will be organised to ensure our support teachers will work within the confines of the minimum amount of interaction between students.

Payments

We have an online payment system (WAY2PAY) that minimises the amount of cash that needs to be handled. Parents/guardians are asked to co-operate in helping to keep the school go cashless by arranging for online payments through WAY2PAY. The Student Contribution/Fee will be sent via SMS shortly.

Corridors

Students must strictly follow the one-way system.

Teacher Absence and Substitution

In the event that teacher is unable to attend school, every effort will be made to secure a substitute teacher for the class. If a substitute teacher is not available, another member of staff will supervise the class. The class will not be divided into groups and accommodated in other year groups. Unfortunately there is a National Teacher shortage issue at present and it can be difficult to obtain substitute teachers in this context.

Limited access to school grounds

We will continue to need and look for parental/guardian support in ensuring we are best placed to adhere to Child Safeguarding regulations. **Parents/ guardians and visitors are not allowed on school grounds without a prior appointment.** Drop off and collection arrangements remain the same as last year. There are no parking facilities on school grounds for parents / guardians and students. Parents/ guardians are expected to arrange appointments for students outside of school hours to minimise risk and disruption to our teaching and learning school day.

Collection of Students during the School Day

If a Parent/ Guardian has to collect a student during the course of the school day, the following arrangements will apply:

- When the adult arrives at the school, they should either phone the office or use the intercom at reception to alert the office that they have arrived.
- The student will be called from their class to the adult by a member of staff.
- The adult who is collecting will be asked to identify themselves to the secretary and to sign their child out of school stating the reason.

No adult can enter the school building from the reception area/front door, unless invited to do so.

Bus Arrangements

The DES through Bus Eireann and local contractors has confirmed the provision of the full School Bus Service to and from school each day.

This means that all students who have a confirmed place on a School Bus each day will have this service provided for them with effect from the start of the school year.

Yours sincerely,

A handwritten signature in black ink that reads "John Nolan". The signature is written in a cursive style with a large, sweeping initial 'J' and a horizontal line extending across the bottom of the name.

John Nolan

Principal.