

First Year 2013-14 9/09/2013

Dear Parent(s)/Guardian(s),

I would like to bring a number of important items to your attention as your son sets out on his journey through secondary school with us.

1. It is very important that your son settles into the school quickly and that his early experiences here are positive. If you have any concerns regarding his progress, please contact the school. Each first year class has a classperson. The first year group also has a year head. You should address your concerns initially to the subject teacher, classperson or yearhead. However, if your concerns are of a more serious nature, please feel free to make an appointment to meet the deputy principal or principal.

First Year Year Head: **Mrs Scallan**

Classpersons:

Ash: **Ms. S. Furlong**

Birch: **Mr J. Ryan**

Cedar: **Ms. J. Roche**

Oak: **Mrs B. Roche**

2. The homework journal is a very important communication vehicle between you as parents and your son's teachers. Please ensure that your son has his homework noted in his diary on a daily basis. This diary should be checked every evening for notes etc. from his teachers. **Each first year is expected to do at least one and a half hours at homework and study every evening, with some additional time over the weekend.**

You are expected to sign the diary on a weekly basis.

3. School jackets for most first years were distributed last week. Please ensure that your son has written his name on the jacket. Please also ensure that all property belonging to your son has his name on it. This will facilitate reuniting lost property with the rightful owner in the event of items being misplaced.
4. Please ensure that your son comes to school in full uniform every day, unless you are informed otherwise. You will be informed by text in the event of a 'no uniform day'. Non uniform jackets, hoodies etc. will be confiscated. Please note that facial jewellery is prohibited and will be confiscated.
5. If you change your mobile number, please let us know as you will not be in a position to receive texts from the school. A text message will be sent home in the event of your son

not presenting for morning and or afternoon classes. If you are aware that your son is absent, write a note explaining the reason in his diary which should be presented to all his teachers on his return to school. If he is absent without your permission, please let us know as soon as possible.

6. Students are not allowed use phones during class and should have them switched off. Those breaking this rule will have their phones confiscated. They will be returned to the student or parent at the principal's discretion.
7. As you are aware, first students are not allowed to leave the school premises during the school day unless signed out and collected by a parent/guardian or accompanied by a teacher. Each class group has been assigned a classroom for lunch. There is a wide range of extracurricular activities on offer in the school at lunchtime. I would encourage you to encourage your son to get involved. I would also like to draw your attention to the fact that a number of our students and staff have severe nut allergies. Students should not bring nuts, peanuts, peanut butter sandwiches, nut bars etc. to school. It would be helpful if you had a discussion with your son on the issue and to further impress on him the importance of vigilance on this issue.
8. We will be holding information nights for parents of first years on the following dates and times in the school:

Ash/Beech: Wednesday 2nd October 2013 @7.30pm
Cedar/Oak: Wednesday 9th October 2013 @ 7.30pm.
You are invited to attend to discuss how your son is settling in, raise issues of concern etc.
9. We held our first year retreats for all first classes on Wednesday 4th and Thursday 5th September.
10. Thank you for your financial contributions for **Printing, Lending Scheme** and the **Voluntary Contribution**. This money helps to ensure that the school stays on a healthy financial footing and is very much appreciated.
11. Lockers have been distributed by the Parents' Council. Any first year who wishes to rent a locker should contact the school caretaker if he hasn't already got a locker.

12. A lot of work has gone into advancing the plans for the school extension and refurbishment over the past year. On Wednesday last, the Department of Education and Skills approved the design for the school's extension and has agreed to allow the project to progress to the next stage. We hope to apply for planning permission in the next few weeks. The planning process will take at least three months to complete. We then hope to be in a position to put the project out to tender. See link on website for a preview of the outline plans.
13. Finally, as part of our literacy campaign, I would like once again to encourage your son to read. Your encouragement and example in this regard are vitally important.
14. The Parents' Council is holding its A.G.M. on Tuesday 24th September @ 7.30pm in R.11 and would be delighted to welcome new members.
15. Child Protection: Any concerns on child protection or child welfare issues relating to any of our students should be reported to the Designated Liaison Person (Mr McMahon) or in his absence the Deputy Designated Liaison Person (Mr Hegarty).
16. Full attendance at school is vital if your son's learning is to progress and he is to reach his potential. Family holidays etc. should be scheduled outside of the school calendar if at all possible.
17. The school will celebrate the beginning of the new school year with Mass in Bride Street church on Wednesday 25th September @12pm. Parents are welcome to attend.

Michael McMahon (Principal)