

4<sup>th</sup> September 2012

Second Year 2012-13

Dear Parent(s)/Guardian(s),

I would like to bring a number of important items to your attention as your son begins his second year of secondary school here in Coláiste Éamonn Rís.

1. 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 second year is expected to do at least two and a half hours study every evening, with some additional time over the weekend.** You are expected to sign the diary on a weekly basis.
2. It is very important that your son settles into the new school year quickly. If you have any concerns regarding his progress, please contact the school. Each second year class has a class tutor. The second year year group also has a year head. You should address your concerns initially to the subject teacher, class tutor or year head. However, if your concerns are of a more serious nature, please feel free to make an appointment to meet the deputy principal or principal.
3. Second Year Year Head: Mrs Barry  
  
Class Tutors:  
U.C.C.: Ms. J. Roche  
U.C.D.: Mr. Davey  
U.C.G.: Ms. French  
T.C.D.: Ms. Wallace
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'. School jackets are an integral part of the uniform. If your son has lost his jacket

he needs to replace it. Please also ensure that all property belonging to your son has his name on it as a lot of time and energy is wasted trying to unite lost property with its owners.

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. As you are aware, second year students are not allowed to leave the school premises during the school day unless signed out 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 one of our second years has a severe nut allergy. 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.
7. Lockers have been distributed by the Parents' Council. Any first year who wishes to rent a locker should contact the school caretaker if they haven't already got a locker.
8. The Design Team for the school's redevelopment project has been appointed. The first meeting between the school representatives and the Design Team took place on Thursday 26<sup>th</sup> August.
9. As part of our literacy campaign, I would like you to encourage your son to read. Your help, encouragement and example in this regard will be vital if we are to be successful in raising literacy standards in the school. Please see enclosed leaflet.
10. Many thanks to all those who have paid the lending scheme/ printing fees and the voluntary contribution. If you haven't already done so, please do so if possible. This money helps to ensure that the school stays on a healthy financial footing.

Yours sincerely,

Principal.

