

9<sup>th</sup> September 2013

Second Year 2013-14

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 at homework and 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 Hayes**

Class Tutors:

Boland: **Mr Davey**

Heaney: **Mrs Codd**

Meehan: **Mr Dennehy**

Yeats: **Ms. French**

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. Non uniform jackets, hoodies etc. will be confiscated. 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. 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. Please also note that facial jewellery is prohibited and will be confiscated.
7. 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 a number of our students 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. Lockers have been distributed by the Parents' Council. Any second year who wishes to rent a locker should contact the school caretaker if they haven't already got a locker.
9. 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.
10. As part of our literacy campaign, I would like you to encourage your son to read. Your help, encouragement and example in this regard continue to be vitally important in maintaining or improving your son's literacy standard.

11. 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.
12. 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.
13. 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).
14. The school will celebrate the beginning of the new school year with Mass in Bride Street church on Wednesday 25<sup>th</sup> September @12pm. Parents are welcome to attend.
15. The Parents' Council is holding its A.G.M. on Tuesday 24<sup>th</sup> September @ 7.30pm in R.11 and would be delighted to welcome new members.

Michael McMahon (Principal)