

9<sup>th</sup> September 2013

Sixth 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 final year in 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 sixth year is expected to do at least three 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. Night Study has commenced.
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. You should address your concerns initially to the subject teacher, assistant year head 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.  
Sixth Year Year Head: Mr. Howlin  
Sixth Year Assistant Year Head: Mr. Francis
3. Lockers have been distributed by the Parents' Council. Any sixth year requiring a locker should contact the school caretaker.
4. Supervised study for the first term is now full and a waiting list is being drawn up. Contact Mr. Howlin if you have any queries re this service.
5. As you are aware your son will be sitting Mock Exams in February next ahead of his Leaving Certificate. The Leaving Certificate Mock Exams will be held immediately after the February Mid-term break. While the Department of Education and Skills waive Leaving Certificate fees for medical card holders, the school will have to collect mock exam fees from all students to cover Mock Exams costs. The Leaving Certificate Mock Exam fee in 2012-2013 was €100. The fees will be collected in early February 2013.

6. 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'. 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. Non uniform jackets, hoodies etc. will be confiscated.
7. 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.
8. 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.
9. 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).
10. We are organising a study skills seminar for sixth year students on Thursday 19<sup>th</sup> October, costing €5 per head. The actual cost to the school is €12 per head. It is vitally important that students know how to study and I would encourage all sixth year students to avail of this opportunity to refine their study skills.
11. Ms Barnwell has arranged for sixth year students to attend the Careers Day in the R.D.S. in Dublin on Wednesday 18<sup>th</sup> September. **Any student not travelling to Dublin must attend school.**
12. 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.
13. 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.

14. 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 as soon as possible. This money helps to ensure that the school stays on a healthy financial footing.
15. 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.
16. 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.
17. As part of our literacy campaign, I would ask you to continue encouraging your son to read. Our 'Drop Everything And Read' literacy initiative continues this year so please make sure that your son has a novel in his bag coming to school.

Michael McMahon(Principal)