

9<sup>th</sup> September 2013

Third 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 third 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 third year is expected to do at least three hours study and homework 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 third year class has a class tutor. The third 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.

Third Year Year Head: **Mrs Barry**

Class Tutors:

UCC: **Mr. Whitty**

UCD: **Mr. Nolan**

UCG: **Mr. Kirwan**

TCD: **Ms Wallace**

3. Please 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.
4. Lockers have been distributed by the Parents' Council. Any third year requiring a locker should contact the school caretaker.
5. As you are aware your son will be sitting Mock Exams in February next ahead of his Junior Certificate. The Junior Certificate Mock Exams will be held prior to the February Mid-term break. While the Department of Education and Skills waive Junior Certificate

fees for medical card holders, the school will have to collect mock exam fees from all students to cover Mock Exams costs. The Junior Certificate Mock Exam fee in 2012-2013 was €90. The fees will be collected in late January/ 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'. 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.
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. As you are aware, third year 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. 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. 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. 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.

11. 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).
12. Please note that facial jewellery is prohibited and will be confiscated.
13. 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.
14. 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.
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. 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.
17. 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.
18. 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.

Michael McMahon (Principal)