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**August 2017**

**Dear Parent(s)/ Guardian(s),**

I hope you have had a restful summer and that you enjoyed the holidays.

It is that time of year again when we look forward to the new academic year encouraged and fortified by the excellent Leaving Certificate results.

I congratulate the class of 2017 on their wonderful achievement.

As your daughter enters her second year I hope that she has an engaging and interesting year with us.

I look forward to working with you in the coming academic year, with a view to forming a successful home /school partnership, which will benefit your daughter's education and development. On a practical level, in working out this partnership between home and school, there are a number of points, to which I would like to draw your attention.

### **The New School Building**

As you are aware the Department of Education and Skills have approved a grant of nearly 1 million euro for our new building. This is a significant investment in the school and in education in North Kerry. The new facilities are needed and will be a great addition to our school. It is hoped that 2 new state of the art Science Laboratories will be part of the new development.

### **Celebrating 75 Years of Presentation Secondary School Listowel**

The school was established in 1942 and is 75 years old this year, A group of interested individuals are meeting on a regular basis and are working on publishing a book that will be launched in 2018 to celebrate the wonderful history of the school. We are looking for photographs, stories and writers who would like to contribute to the publication. Please contact me if you would like to contribute in any way. The school has a very significant number of past pupils who have travelled the world. Their contribution to this publication would be very gratefully appreciated.

### **Second Year Class Groups 2017-2018**

The students were in three class groups last year to facilitate a very smooth orientation and transition into secondary school. This year the students will be divided into two groups.

## **September Information/Consultation Evenings**

There will be a Second Year Parents' meeting on **Thursday 7<sup>th</sup> September at 7pm.** The purpose of this meeting will be to highlight the priorities for your daughter for the year ahead. It will also give you an opportunity to meet with other Second Year Parents.

## **Attendance/Punctuality**

It is very important that students attend school every day. I cannot emphasise enough the importance of being in every class every day.

Arriving in good time for school allows a student to get organised for the classes ahead. The School will be open each morning from **8.00 a.m.**

## **Academic Success/Regular Study**

Establishing good patterns and routines of work and study in September are very important. Academic success is built on consistent and regular study coupled with systematic revision not just prior to exams but throughout the whole year.

## **Students Leaving the School during the School day**

Students who leave the school during the School day must sign out at the office and can only leave the building in the company of their parent(s). Students who wish to leave the school with an adult other than their parent, must inform the office staff who can then confirm the arrangement by phone with the student's parents.

A number of Leaving Cert students who are over 18 years of age can leave the building after signing out.

All students who arrive late in the mornings will meet with the Deputy Principal, Ms. Walsh. Students who come to school after the first class must sign in at the office and **offer a written explanation for the late arrival.**

## **Times of Morning Break and Lunch time**

The timetable for 2017-2018 has changed so that from 28<sup>th</sup> August 2017 the times of morning break and lunch break will be the same every day.

Morning Break: 11-11.15am

Lunch Time: 1.15-2pm

## **School Reports**

The school reports will be available to parents on the eportal system. You will receive login details that will allow you to view your daughter's timetable, her attendance and school reports on eportal through the school website.

You will receive a School Report after the Midterm Break in November, after the February exams and in June after the Summer exams

## **Parent Teacher meeting: Feedback to parents**

The Parent Teacher meeting for Second Years will take place in November.

## **Finance Matters**

Sincere thanks to parents and guardians who continue to support the school financially. The payment plan scheme has been very successful, a large number of parents and guardians are availing of it. The school as previously indicated is under pressure financially so it is really important that monies due to the school are paid.

## **Voluntary Contribution**

The Board of Management requests a voluntary contribution from parents. This money will go towards supporting activities for the girls for example Health Promotion Theme Weeks, guest speakers, and sporting activities.

The Board is requesting €100 per student and €150 per family as a voluntary contribution. This represents a cost of €2 per week. The activities provided to the students are excellent and must be funded.

## **Board of Management communication**

Please note that the Board of Management Agreed Report is posted on the school website after each Board meeting.

## **Contact with the Year Head**

The Year Head to Second Year for 2017-2018 will be Mr Gerard Tarrant. I encourage you to contact him if you wish to discuss your daughter's progress or if you have any pastoral care concerns.

## **Book Rental Scheme**

The books are the property of the school. Any books lost/damaged must be replaced by parents/guardians.

## **Behaviour Code**

The purpose of the behaviour code is to provide, promote and maintain a safe, pleasant and positive learning environment. We want our school to be a place where both students and staff will be able to achieve their full potential. This code is a live and positive set of beliefs and actions that helps to ensure that the school and classroom are effective settings for learning and teaching.

The Code of Behaviour encourages and promotes good behaviour by ensuring that the students understand why the code is important. It stresses their part, as students, in making the code work. It is important that students can see that the code is implemented in a fair and just manner. The code establishes clear boundaries and rules for students while at the same time being inclusive.

Students are encouraged to make a worthwhile contribution to the school community through positive behaviour.

The behaviour code is firmly based on the need to have **self-respect** and **respect** for all other members of the school community. This respect fosters a positive attitude in all aspects of school life.

Please download and sign the **Behaviour Acceptance Form** and return it to your Class Tutor the first day at School.

I will be holding information/consultation evenings in September with the parents from each year group to discuss the priorities for the year ahead. These meetings will include discussions on the Behaviour Code.

### **Uniform.**

The official school uniform is to be worn at all times. All personal items; e.g. jumper, should be marked clearly with owner's name. The school uniform consists of the following:

1. **Yellow shirt.**
2. **Brown trousers or Brown Knee Length skirt with black or brown tights.**
3. **Dark Brown V-necked jumper with school crest.**
4. **Pair of black or dark brown flat heeled shoes. Sneakers are **NOT** allowed except for P.E. class.**
5. **Tie Optional (but if worn must be worn properly)**

The school recommends that students do **not** wear make-up. Excessive use of hair colouring and jewellery is not acceptable and students may be asked to remove it.

### **Internet Usage**

Please download and sign the school **Internet Acceptable Use Policy Form** and return it to your Class Tutor on the first day.

### **Social Media Platforms**

Presentation Secondary School has various Social Media platforms which you can follow us on and keep up to date with news and events.

Our website is [www.presentationsecondarylistowel.ie](http://www.presentationsecondarylistowel.ie)

Twitter account @pressec\_pss

You can also find us on Facebook under @PresSecListowel. We would appreciate a like, a follow or even a look at the website.

### **Texting**

As you are aware the texting service is an excellent method of communicating with home in relation to urgent news and reminder of meetings. It is therefore very important if you have changed your mobile number to inform the office immediately.

## **Listowel Races September 11<sup>th</sup> -15<sup>th</sup> September**

The School will open from 9am to 12.30pm each day.

### **Road Safety outside the School gates**

We received a number of complaints last year from members of the public regarding the behaviour of drivers and students outside the School in the mornings and evenings. Please park safely before students get out of your car. We are fortunate that there is adequate parking opposite the School. Can I ask parents not to park on the double yellow lines outside the school please.

### **Car Park**

Can I remind parents that the School car park is limited to staff only between 8.30am and 4.30pm please. We have two wheelchair car parking spaces that we would like everybody to respect.

### **Lunch time activities**

We have a number of activities going on at lunch time - Board Games, Health and Fitness Club, Junior Cycle Science Club, Choir, Book Club, Ciorcal Cainte, and Library activities just to mention a few. We encourage all of the students to go for a walk at lunch time, exercise is so vitally important to health and wellbeing.

### **Supervised Study**

Supervised Study will begin on Monday 4<sup>th</sup> September 2017. On Monday and Tuesdays it will commence at 4.15pm and finish at 6.15pm, for the remainder of the week it will run from 3.45pm to 6.15pm. It will cost €20 for the five days or €4 per day.

Students who are waiting for buses in the evenings can study in Ms. Muireann O'Sullivan's room

Any students who wish to remain in the School building after classes finish each day must remain in the Social Area for insurance reasons

### **Canteen**

The canteen services provided last year were excellent. Surveys conducted with students indicated high levels of satisfaction with the service. The Health Promotion Committee, Home Economics Department and the Student Council were consulted on the menu offered with a focus on healthy options.

## **Mobile Phones**

Mobile phones are *not* allowed in school, i.e. students should leave their mobiles at home. In the event that a student's phone is confiscated by a staff member, the parent/guardian will have to collect it from the school office.

Students who are ill, or in any other genuine/urgent situation, should come to the school office and the necessary contact with home will be made from there.

There has been a significant increase in the number of students looking to contact home because they have forgotten books etc we will be charging €1 per phone call in the coming year.

If for a reason a student has to bring her phone with her to school it must be handed into the office at 9am where it will be kept for the day and returned at the end of the school day. Students must sign in and sign out their phone. Students will be asked to place their phone in a zipped bag with their name on it. (bags will be provided)

## **School Insurance matters**

I have been advised to inform parents that students who arrive on the school premises before 8.30am in the morning are the responsibility of their parents. School supervision technically begins at 8.30am.

## **Use of School Journal**

The school journal is a very useful organisational tool. The Student Council reviewed the journal in May. I would ask you to encourage your daughter to develop good habits in relation to recording homework and completion of same. Please check and sign your daughter's school journal on a weekly basis.

## **Health**

Parents of students with any **medical issues**, please contact me in relation to same.

## **Permission to go "up town"**

First, Second and Third year students will **not** be allowed "up town" at lunchtime. Senior Cycle students will be allowed "up town" as a privilege. This privilege can be removed from a student at any time if any misbehaving occurs.

## **Student Council**

I look forward to engaging with the Student Council again this year. Tara Behan is our Head Girl for 2017-2018. A new Deputy Head Girl will be appointed in September. The election of the new Student Council will also take place.

## **Use of Pictures of Students in Publicity Literature**

Staff sometimes use photography/video in the classroom and to record such events as trips, projects, sports and competitions. On occasions photographs may be used in the School Prospectus and Newsletters. Local media also cover school events.

Parents who do not want their children to be photographed/videoed are asked to inform me in writing of their wishes.

## **Parents' Association**

The Parents' Association AGM will be held at the start of the year. I encourage all parents to attend. The Association will be planning fundraising events for the year ahead.

## **Student Return Dates**

<b>Tuesday, 29<sup>th</sup> August</b>	<b>Return of First Year and Transition Year students 9.00am – 4pm</b>
<b>Wednesday, August 30<sup>th</sup></b>	<b>Return of 3<sup>rd</sup>, 6<sup>th</sup>, LCA 2 students 9.00 am – 3.20pm (Classes as normal for 1<sup>st</sup> Years &amp; TY)</b>
<b>Thursday, August 31<sup>st</sup></b>	<b>Return of 2<sup>nd</sup>, 5<sup>th</sup>, LCA 1 students 9.00 am. – 3.20pm (Classes for all students)</b>

I hope that the coming year will be a happy and productive one for all of us. If I or my staff can be of any help to you, please do not hesitate to call us. I look forward to working with you throughout the year.

Yours sincerely,

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**Ms. Eileen Kennelly,  
Principal.**

## **Check List for Return to School** **2017-2018**

1. Behaviour Code Acceptance Form 2017-2018  
Return to Class Tutor
2. Acceptable use Policy Internet Usage 2017-2018  
Return to Class Tutor
3. Second Years return to school on Thursday 31<sup>st</sup> August 9am – 3.20pm
4. All expenses to be paid please. Thank you