



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 Transition Year it is our hope that she experiences a different year of experiential learning, develops new skills, explores the world of work and links the school with the local community.

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.

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.**

Orientation Day Tuesday 29th August

We will welcome the Transition Year students back to School on Tuesday 29th for an Orientation Day. In the morning the girls will meet with School Management and the Transition Year Team. At midday the class will go surfing in Ballybunion as a team activity. Please ensure that your daughter has all the appropriate clothing for the surfing. The bus will return from Ballybunion at 4pm.

Personal agenda for the year

As highlighted at the meetings in May it is essential that each student has planned personal goals for the year ahead so as to maximise the opportunities the year can offer.

Tuesdays: Work Experience and Social Justice

We have divided the group into Groups A and Group B for work experience and social justice. Group A will be on work experience for the first term with Group B involved in social justice projects. The reverse will apply for term two. There will be a full week of work experience for TY students the week before the Easter holidays, the week of 19th March 2018

September Information/Consultation Evenings

There will be a Transition Year Parents' meeting on Tuesday 19th 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 Transition Year Parents.

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 28th 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

Portfolio Assessment will take place at Christmas and Summer Exams will also take place during the year and in February.

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.

Parent Teacher meeting

The Parent Teacher meeting for Transition Years will take place in January.

Finance Matters

All Transition Year fees/monies must be paid.

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.

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 Transition Year for 2017-2018 will be Mr Eoin Hilliard. I encourage you to contact him if you wish to discuss your daughter's progress or if you have any pastoral care concerns

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.

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 the TY Coordinator on your return to School on Tuesday 29th August.

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 to the TY Coordinator on Tuesday 29th August.

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

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 11th -15th 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.

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 TY Journal

The use of the TY journal in TY is compulsory. It must be completed on a daily basis and will be examined at the Portfolio Assessments.

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

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

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, do not hesitate to call us. I look forward to working with you throughout the year.

Yours sincerely,

Ms. Eileen Kennelly
Principal.

Check List for Return to School 2017-2018

1. Behaviour Code Acceptance Form 2017-2018
Return to Coordinator
2. Acceptable use Policy Internet Usage 2017-2018
Return to Coordinator
3. TY's return to school on Tuesday 29th August 9am – 4.00pm
4. All expenses to be paid please. Thank you