



**Meanscoil na Toirbhirte**

**Lios Tuathail  
Co. Chiarraí**

**Presentation Secondary School**

**Listowel  
Co. Kerry**

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**15<sup>th</sup> August 2019**

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

As we approach another academic year I hope you and your family had an enjoyable Summer break.

I take this opportunity to congratulate the Leaving Cert class of 2019 on their wonderful results, Thankfully in recent years students can avail of so many more courses and options post Leaving Cert. We wish the girls well in their endeavours wherever they decide to go. Past parents, teachers and students are always welcome in this school.

### **Leaving Cert Results 2019**

I congratulate the class of 2019 on their magnificent achievement.

The results, as you will see below, were outstanding. I wish to thank parents, teachers and students on their achievements.

- One student received over 600 points
- 13% of students achieved over 550 points
- 20% of students achieved over 500 points
- 60% of students achieved over 400 points
- 86% of students achieved over 300 points
- 20% of the Leaving Cert Applied Students achieved distinctions
- 50% of the LCVP class received distinctions

The LCVP results were excellent, those LCVP students can now use the points gained from their LCVP instead of lower points received in a subject.



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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 Building**

We have received approval for the inclusion of the Science Labs in recent months. I expect to be in a position shortly for the appointment of a Design Team to go to tender.

### **Monday 26<sup>th</sup> August 2019**

Transition Year students will be in school on Monday 26<sup>th</sup> August.

### **Tuesday 27<sup>th</sup> August**

First Year students will start school on Tuesday 27<sup>th</sup> August at 9am and will finish at 4pm.

Other groups return on the following dates:

- ✚ Wednesday 28<sup>th</sup> Third and Sixth Year students
- ✚ Thursday 29<sup>th</sup>: LCA 2, Second and Fifth Year students

### **September Information/Consultation Evenings**

There will be Parents' Information meetings in August/September The purpose of these meetings will be to highlight the priorities for your daughter for the year ahead.

- ✚ Third Year Parents' meeting Thursday 29<sup>th</sup> August at **7pm**
- ✚ Sixth Year Parents' meeting Thursday 29<sup>th</sup> August at **8pm**
  
- ✚ Second Year Parents' meeting Thursday 5<sup>th</sup> September at **7pm**
  
- ✚ Fifth Year Parents' meeting Thursday 5<sup>th</sup> September at **8pm**
  
- ✚ Transition Year Parents' meeting on Thursday 19<sup>th</sup> September at **7pm**
  
- ✚ First Year Parents' meeting on Thursday 19<sup>th</sup> September at **8pm**.



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### **New Board of Management 2019-2022**

I wish to sincerely thank the members of the Board of Management 2016-2019. A new Board will be appointed by our Trustees, CEIST, in September. The first meeting of the new Board will take place in October.

The Board of Management has eight members, four members are appointed by the Trustees, two teachers are nominated by the staff and two parents are nominated by the Parents' Association. There will be a Parents' Association AGM in September to nominate the two parent representatives.

### **School Calendar 2019-2020**

Please note that the school will be closed on Friday 6<sup>th</sup> December 2019

### **School Policies**

The Behaviour Code was last reviewed in the academic year 2014-2015, it is now appropriate to conduct a new review of the Behaviour Code. This review will be led by the Year Head Team. This review will involve, as all policy reviews/changes do, considerable levels of consultation with parents, students, teachers, senior management and the Board of Management. Following on from the extensive consultation process the Board of Management will then approve the agreed policy.

### **The New Junior Cycle Teachers' In-service**

The staff will be attending in-service on the New Junior Cycle **on Friday 8<sup>th</sup> November and 12<sup>th</sup> December 2019**. There will be no classes for students on those dates.

### **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.

### **Wellbeing**



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Wellbeing is part of the three years of New Junior Cycle Programme, this is reinforced in a substantial way in the work already taking place in the school in supporting students' wellbeing with extracurricular activities.

The four main pillars of the junior cycle Wellbeing programme are Civic, Social and Political Education (CSPE), Physical Education (PE), Social, Personal and Health Education (SPHE) and guidance education. I will elaborate on the topic of Wellbeing at the parent information evening.

### **Choosing option subjects for Junior Cycle**

Students in First Year will engage in taster modules in all option subjects in September and October. Students will then choose at the mid-term break their options for Junior cycle. A Subject Options meeting for parents and students will take place in October.

### **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.

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. **Students who do not sign in are marked absent on the attendance system.**

### **School Reports**

The school reports will be available to parents on the eportal system. First Year parents will receive login details that will allow them to view their daughter's timetable, attendance and school reports on eportal through the school website.

Parent/Guardians 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 meetings will take place on the following dates (Provisional dates).

- ✚ Fifth and Sixth Year meetings will take place on 7<sup>th</sup> November 2019
- ✚ Second and Third Year meetings will take place on 14<sup>th</sup> November 2019



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✚ First Years and TY will take place on 23<sup>rd</sup> January 2020

### **Financial Support towards the cost of the Book Rental Scheme**

The Department of Education and Skills give all schools funding to support Needy Students. A needy student is defined as a student from a family where there is:

- Genuine hardship because of unemployment or short time working
- Prolonged illness of a parent
- Large family size with inadequate means
- Single parenthood
- Other family circumstances (e.g. alcoholism) indicating a similar degree of financial hardship

The Department of Education and Science guidelines divide such families into the following three categories:

- Families which are dependent mainly on social welfare payments
- Families on low incomes from employment (Such families should be in receipt of the Family Income Supplement (FIS) or beneficiaries under the Back-to-School Clothing and Footwear scheme)
- Families which are experiencing financial hardship because of particular circumstances in the home. Entitlement to a medical card is not necessarily an indication of eligibility.

### **Finance Matters /New Payment System**

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.

Any parents/guardians who do not wish to use the new online payment system can always pay at the office.

### **Information on Tax Relief on Charitable Donations to Schools**

#### **Some parents may wish to avail of this scheme**

The Taxes Consolidation Act of 1997 provides for a scheme of tax relief for certain “eligible charities and other “approved bodies” in respect of donations received on or after April 6, 2001. An “eligible charity” means any charity authorised by the Revenue Commissioners for the purposes of the scheme. All educational institutions including voluntary secondary schools are approved bodies for the purposes of the scheme.



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Under the terms of the legislation, tax relief can only apply to donations which

- Are €250 or greater in one tax year
- Are in the form of money or shares
- Are not repayable
- Do not confer a benefit on the donor or any person connected with the donation

### **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**

I encourage you to contact the Year Head if you wish to discuss your daughter's progress or if you have any pastoral care concerns.

### **Year Heads 2019-2020**

- ✚ First Year: Ms. Gemma O'Loughlin
- ✚ Second Year: Ms. Marguerite Linnane
- ✚ Third Year: Ms. Eileen Counihan
- ✚ Transition Year: Ms. Norma Dowling
- ✚ Fifth Year: Ms. Muireann O'Sullivan
- ✚ Leaving Cert Applied: Ms. Marguerite Mc Sweeney
- ✚ Sixth Year: Ms. Eileen Counihan

### **Book Rental Scheme**



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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.

The Board will be initiating a review of the Behaviour Code as previously indicated on Tuesday 20<sup>th</sup> August.

A copy of the Behaviour Code is available on the website

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 shoes. Sneakers are **NOT** allowed except for P.E. class.**



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## **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 **facial jewellery is not acceptable and students will be asked to remove it.**

## **Internet Usage**

The Board will be reviewing this Policy on Tuesday 20<sup>th</sup> August. The Policy will be available on the website.

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

## **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)

School Email: [office@preslistowel.ie](mailto:office@preslistowel.ie)

Twitter account @pressec\_pss

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

## **Listowel Races September 9<sup>th</sup> -13<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 on an ongoing basis 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 gently remind parents that the school car park is limited to **staff only** between 8.30am and 4.30pm please. We have very genuine concerns about road safety issues on the main road following a number of complaints recently. We have two wheelchair car parking spaces that we would like everybody to respect.





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### **Lunch time activities**

We have a number of activities going on at lunch time - Board Games, Health and Fitness Club, Junior Cycle Science Club, recreational Badminton, Table Tennis, 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 2<sup>nd</sup> September. 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**

We have a new Canteen provider this year. The Wellbeing Team, Home Economics Department and the Student Council will be 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.

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)

The Board will be reviewing this Policy on Tuesday 20<sup>th</sup> August. The reviewed Policy will be available on the website

**Please download the Mobile Phone Policy Acceptance Form and return to class Tutor the first day at School.**



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### **School Trips**

Please download the school trips policy acceptance\_form and return to class Tutor.

### **School Insurance matters**

Alliance have advised that all students must purchase the 24hr Insurance Cover, therefore, it is compulsory that all students have the 24hr cover.

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. We now have separate journals for First Years. 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 'up town' at lunch time.

### **Student Council**

I look forward to engaging with the Student Council again this year. Eimear Shine is our Head Girl for 2019-2020. A new Deputy Head Girl will be appointed in September. The Student Council is open to everybody who wishes to be involved.

### **Data Protection; Use of Pictures of Students in Publicity Literature 2019/20**

Staff sometimes use photography/video in the classroom and to record such events as trips, projects, sports and competitions. Photographs and videos may be used on the school Social Media platforms and in Newsletters. Local media also cover school events.

The Board will be reviewing this Policy on Tuesday 20<sup>th</sup> August.

Please download the Data Protection Form and return it to your class Tutor the first day back at school.



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### **Parents' Association**

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

### **School Self- Evaluation/School Improvement Planning**

We will be concentrating this year on how we report and give feedback to students and parents as part of our school self-evaluation.

### **Student Return Dates**

- |  |   |
|--|---|
| <b>✚ Monday 26<sup>th</sup> August</b>               | <b>Transition Year students 9.00am – 4pm</b>  |
| <b>✚ Tuesday, 27<sup>th</sup> August</b>             | <b>First Year students 9.00am – 4pm</b>   |
| <b>✚ Wednesday, August 28<sup>th</sup></b>           | <b>Third and Sixth Year students 9.00 am – 3.20pm</b><br>○ (Classes as normal for First Years & TY) |
| <b>✚ Thursday, August 29<sup>th</sup><br/>3.20pm</b> | <b>Second, Fifth Year students and LCA 2 students 9.00 am.</b><br>○ (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, 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**

Email: [Eileen.kennelly@preslistowel.ie](mailto:Eileen.kennelly@preslistowel.ie)



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## **Check List for Return to School** **2019-2020**

1. Behaviour Code Acceptance Form 2019-2020  
Return to Class Tutor
2. Acceptable use Policy Internet Usage 20120  
Return to Class Tutor
3. Mobile Phone Policy Acceptance Form  
Return to Class Tutor
4. School Trips Policy Acceptance Form  
Return to Class Tutor
5. Respect and Dignity Policy (Anti-bullying Policy) Acceptance Form  
Return to Class Tutor
6. Data Protection: Permission to use photographs and videos of Students  
Return to Class Tutor
7. All expenses to be paid please. Thank you