

11th August 2021

Dear Parents/Guardians,

I hope you and your family have had a safe and enjoyable summer.

School will re-open for Registration on the dates listed below. Students need only attend on the day/time specified below for their class group. Registration will take approximately 1 hour; 1st year induction is 3 hours and all students must wear full uniform.

Normal classes for all students will commence at 8.40am on Wednesday September 1st.

Registration Dates:

Thursday 26th August

6th year prefect meeting **11am**
6th year LC/LCA 2 registrations **12pm**

Friday 27th August

1st Year student Induction **9am-12pm**
3rd year registration **10am**

Monday 30th August

2nd Year registration **9.20am**
5th Year/ LCA1 registrations **10.00am**

Tuesday 31st August

1st Year registration **9.20am**
TY (4th year) registration **10.00am**

Wednesday 1st September

Classes as normal **8.40am-1pm**

I would like to take this opportunity to remind you and your daughter of a few rules that, with your co-operation, will help our school run smoothly over the coming year. I would appreciate if you would take time to read the following list with your daughter over the coming days.

1. It is vital that your daughter **attends school every day**. During the year parents should not request permission for their daughter to leave school early as this has a negative effect on their learning as well as disrupting the progress of the entire class group.

2. **School begins** each day at **8.40am** and your daughter must arrive before that time. Every student must remain in school for the full school day. Free tea and toast are available in the school canteen from 8.00am.

3. There are only 167 days in the school year this year therefore we appeal to parents **not to book holidays during term time**. Please see school calendar in the Student Journal before booking holidays

4. The **correct school uniform** which includes a tie must be worn to school each day. We advise that jackets should be labelled with your daughter's name. Only flat black or navy shoes without thick white soles may be worn. Shoes should not have a white sole however Dubes are allowed. No runners of any description, even if they are completely black, are allowed.

5. **School tracksuit and runners are only to be worn on the day of the PE** class or days when students have after school sports. PE is a compulsory subject according to the Department of Education & Skills and therefore all students must take part unless accompanied by a doctors' note.

6. No nose, mouth or other facial **piercings** are allowed. Discreet make-up may only be worn by Senior Cycle students (4th, 5th and 6th years).

7. Only Sixth Year students are allowed to leave the school building for their lunch break. This privilege is conditional on those Sixth Year students returning for class on- time.

8. **All mobile phones must be switched off** before entering the building. Mobile phones are not allowed to be used during breaks or lunch time. Teachers may request students to use their phone for a task, however this will be clearly stated and monitored. If a student is seen with their mobile phone, without the express permission of a subject teacher, whether it is on or off, it will be confiscated (including the SIM card) and kept by the Principal for one week.

Parents are asked to co-operate with all of the above rules in the interest of the effective running of our school where your daughter will reach her full potential.

School Materials Fee/Book Rental

The School Materials Fee of €85 and the Book Rental Fee must be paid on or before the first day of school if not already done so. All students must pay this fee.

Transition year students have until the October mid-term break to pay their fees in full.

Bullying

Bullying is regarded as a very serious offence in Mount Carmel and will be dealt with as such. If your daughter feels that she is being bullied in school, or knows of someone who is, please let us know as soon as possible and the issue will be dealt with immediately.

Student Journal

The Student Journal has been designed to help both students and parents. Please ensure that your daughter writes down her homework, written and learning work, each day and please monitor and sign the journal on a weekly basis. It is also vital that parents ensure their daughter is doing homework each night and studying during the school year.

Contact details

It is of utmost importance that the school has a **correct contact phone number and address** for parents/guardians in the case of an emergency. If your mobile number/address changes during the school year it is vital that you contact the school immediately and have the details on your daughter's file changed. Our main way to communicate with parents is on our school app. Download the Mount Carmel Secondary School App free from the app store and it must be registered with the parent's number we have on file in school. **Reminder: any changes to your mobile number/address, notify the school immediately.**

Covid 19

We will follow all Government guidance on Covid 19 protocol. When renewed information is made available, I will update all parents on our guidelines.

As Acting Principal of Mount Carmel Secondary School, it continues to be a pleasure to work with you and your daughter and I look forward to working with you all again in the year ahead.

Yours sincerely,

Deirdre Fitzgerald

Acting Principal