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## ST. JOSEPH'S SECONDARY SCHOOL

June 2023

Dear Parents/Guardians,

As we approach the end of the academic year, we are already planning for our return in August! Please be advised that the following information can be accessed on the school website: [www.sjsb.info](http://www.sjsb.info)

- **Policies**, including: Child Safeguarding Statement and Risk Assessment, GDPR Policy (Including CCTV policy), The Code of Conduct, The Attendance Policy, The Book Scheme Policy, The Mobile Phone Policy.
- **Calendar** for the 2023- 2024 academic year. Dates for return to school, dates for Parent-Teacher meetings, and dates of school events and closures, etc., for each year group are available on the school website: [www.sjsb.info](http://www.sjsb.info).
- **Commitment forms for Code of Conduct to be signed and returned for all new students**, to the secretary's office by August 31st.
- **Equipment list** for 1<sup>st</sup> year students.

**Summer exam results** for non-State Examinations classes will be available on VShare from June 14th.

**School payments** are to be made on-line through the school web page on Easy Payment Plus (EPP) or through PAY ZONE. If you wish to use PAYZONE you must contact the school secretary. The secretary's office is open until June 23<sup>rd</sup> and will reopen August 14<sup>th</sup>. Please ensure you have payments made before your child returns to school. School Fees are €200 per student. For Transition Year the cost is €410. Parents/Guardians please note the school journal is already included in the fees.

**Book grant scheme application form** will be available on-line from the school web page. If applying, completed forms need to be emailed to the secretary at [secretary@sjsb.eu](mailto:secretary@sjsb.eu), and a photo of the proof of eligibility must be attached and returned before September 1<sup>st</sup> 2023.

**School jacket and tie** will be available for collection when the school reopens. Payment must be made prior to collection.

We particularly wish to draw your attention to the following **policies and procedures which directly impact on everyday life in the school:**

- **'Signing out'** is not allowed, other than in the case of family emergency or with a medical certificate. Students will not be permitted to sign out. A parent/guardian will have to collect the student from the school office, provide a reason for the removal of the student from the premises, and sign the book themselves.
- **School uniform** is to be worn as follows: Navy trousers/skirt, navy v-neck sweater, blue shirt, school tie, black or navy shoes (without logos or stripes), and only school jackets are to be worn on the premises.
- **Suitable PE** attire is to be worn for PE class: Navy track suit bottoms (not leggings), white tea shirt, navy or black runners).

#### **First Year Students:**

On Friday August 25th, First Year Students will only need to bring: a pencil case with pens, pencils etc., and a notebook or copy, a healthy snack for break time. The school shop will be open on the day.

Students will be met by their mentors, get a tour of the school, meet their new classmates and teachers, and learn how the school day works and what their subjects are about. They will get their new timetables and their school journal.

The various **Year Groups will return in the following order:**

August 25<sup>th</sup>, 1st Years; August 29<sup>th</sup>, 6th Years and 3rd Years; August 30<sup>th</sup>, 5th Years, 2nd Years and TY.

If you have any queries re the above or any other matter concerning your child, please do not hesitate to contact myself, or the Deputy Principal, Ms. Cummins.

Thank you for your continued support.

I look forward to meeting you during the new school term.

Yours sincerely,

John O'Donovan (Principal)

**Parents/Guardians/Students,**

***Please take time to familiarize yourself with the following guidelines before commencing/returning to school.***

### **SCHOOL DAY**

School will begin each day at **9am** and end each day at **3.45pm** except on **Friday** where school will finish at **1.15pm**. Supervision is also provided for five minutes after each school day.

Students will be supervised from 8.45am. **The Board of Management will not be responsible for any student on the grounds outside of these times** and students should not be on the premises outside of class time without permission from a staff member.

### **PERMISSION TO LEAVE THE SCHOOL**

The situation regarding students being allowed out of school during the school day is as follows:

- \* Students will be released from school during the school day only in exceptional cases e.g. to present for dental/doctor's appointments. These appointments should be made, where possible, for Friday afternoons. Such requests must be **made in writing** by a parent/guardian and agreed with the relevant Year Head before the time in question.

- \* **No student is allowed to leave school at the 11am break or at lunchtime.**

- \* **Leaving school at any time without permission is considered to be a serious breach of discipline.**

### **SCHOOL RULES**

We wish to appeal to you to ensure that your son/daughter complies with all our school rules regarding home-work, written permissions and notes for absences, punctuality and general respect for school personnel and property, with particular emphasis on the following:

#### **Uniform:**

Pupils are not allowed to attend school without their full uniform. (Navy trousers/skirt, navy v-neck sweater, blue shirt, blue and navy striped school tie, black or navy shoes). We strongly recommend that all students have a **spare uniform**. The school reserves the right to **send home students who are improperly dressed and have no acceptable explanation**. In such circumstances parents will be asked to collect their child from school.

On the school premises the **official school jacket is the only jacket the students are permitted to wear**.

No make-up to be worn by Junior Cycle students.

#### **Attendance/Punctuality:**

As a school we recognize and emphasize the importance of **good regular attendance and punctuality**. **We aim to achieve and maintain high levels of attendance**.

Classes commence at 9am, 11.15 and 1.45pm. Students arriving after that time without an acceptable reason will be required to **sign in late** at the secretary's office.

**Parents/Guardians are requested to contact the school in the event of a child being absent**. This can be done by signing the absence pages provided in the school journal or by ringing the school secretary. Text messages are not acceptable.

#### **School Journal:**

All students are required to buy a school journal on the EasyPayment Plus website and will be available at the school office for collection. The journal has to be available to staff members on request as it is **a means of communication between school and home**.

**Parents/Guardians of all year groups are requested to check the journal and the VShare system, particularly the Attendance and Behaviour tabs, regularly in order to be fully informed about their child's progress.**

### **Administration Fees:**

Money for these expenses is now due, on-line through the school web page on EASY Payment Plus or PAY ZONE.

### **BOOK SCHEME:**

**All outstanding books must be returned immediately**. This applies particularly to students who complete their Leaving and Junior Certificate Examinations in June. **Please regard this matter as urgent and return now whatever books belonging to the school that may still be in your home.**

**All books must be paid for before classes commence in September.**

**Books issued under the Scheme must be properly cared for and all texts damaged or defaced must be replaced by the student in default, on request if he/she is to remain in the scheme.**