

2023 - 2024

School Administration Charge

The **School Administration Charge** for all students **€100 p.a. (Sisters - €70 each)**. This charge covers your daughter's school journal, locker, telephone, postage, photocopying, attendance and monitoring system, computer software, house examinations, additional art materials and HE materials. This may be paid in instalments with the prior agreement of the school office. Payment is due by **Tuesday 29th August**.

Each locker comes with a lock. Lock rental is €5 p.a. + €15. Lock deposit returnable when the student leaves the school.

Mock Exam Fees €100 for 3rd and 6th year students will be due in December'23.

Fee structure outlined below.

Year	School Administration	Book Rental	Locker Lock Rental	Mock Fees	Voluntary Contribution (Optional Payment)
1 st	€100	€150	€5 + €15 Deposit	-	€30
2 nd	€100	€100	€5	-	€30
3 rd	€100	-	€5	€100	€30
TY	€200	-	€5	-	€30
5 th	€100	€200	€5	-	€30
6 th	€100	-	€5	€100	€30
LCA	€100	-	€5	-	€30

School Hours

The school is open at approximately **7.45 a.m.** each morning. Pupils must be in school before **8.30 a.m.** Classes begin at **8.40 a.m.** If students are late or absent, notes must be signed by parents or guardians. Please note that on **Fridays** – classes end at **12.55 p.m.** Please ring the school office if you wish to make an appointment to see the Year Head, Deputy Principal or Principal.

Lunch

All students remain in school for lunch. Free breakfast and hot lunch provided for all students in our school.

Pupil Absences

Our shared goal is to have every student in every day. We ask Parents/Guardians to avoid taking students from school unless absolutely necessary. I wish to draw your attention to the regulations relating to pupil absences. The Education Welfare Act 2000 has put structures and regulations in place regarding pupil absences. The school is now legally obliged, under The Education Welfare Act 2000, to notify the Education Welfare Officer of any student absences from school for **20** days or more. Explanations for absences should be written on the appropriate form at the back of the **Student's Journal**, alternatively submitted via our **School App**. The note should accompany the student on their return to school.

Mobile Phones

Mobile Phones may not be used on school property without the consent of teaching staff. If a student is found using a phone or if the phone rings or beeps it will be confiscated by school staff. The student will receive – 6 points on VS Ware & 20 minutes in the reflection room after school that day. Their phone will be returned by the teacher supervising the reflection room. Camera Phones may not be used to take photographs/video on the school premises without the authorisation of staff.

School Office Hours

The school office is open Monday to Friday, during school hours. The school office will reopen **Monday, 14th August 2023** and will close, on **Wednesday 26th June**.

2023 - 2024

Return to school schedule

Wednesday 23 rd August	9.00 - 9.45 a.m.	1 st Year
Wednesday 23 rd August	10.00 - 10.30 a.m.	2 nd Year
Thursday 24 th August	9.00 - 9.30 a.m.	3 rd Year
Thursday 24 th August	10.00 - 10.30 a.m.	Transition Year
Thursday 24 th August	11.00 - 11.30 a.m.	5 th Year and
Thursday 24 th August	12.00 - 12.30 p.m.	6 th Year and LCA
Friday 25 th August	8.40 a.m. - 10.40 a.m.	1 st Year Entrance Exam Group 1
Friday 25 th August	10.55 a.m. - 12.55 a.m.	1 st Year Entrance Exam Group 2
Monday 28th August	STAFF TRAINING DAY	NO SCHOOL
Tuesday 29 th August	8.30 a.m. - 3.40 p.m.	Full classes for <u>ALL</u> Students

School Term 1:	August 23rd – December 22nd 2023 Inclusive
School Holiday:	Monday 25 th September 2023
Mid-Term Break:	Monday 30 th October - Friday 3 rd November, 2023 Inclusive
School Holiday:	Monday 4 th December 2023
Christmas Holidays:	Monday 25 th December - Friday 5 th January 2024 Inclusive

School Term 2:	January 8th – March 22nd 2024 Inclusive
Public Holiday:	Monday 5 th February
Mid Term Break:	Monday 12 th February – Friday 16 th February 2024 Inclusive
Staff Training Day:	Thursday 29 th February
Public Holiday:	Monday 18 th March 2024
Easter Holidays:	Monday 25 th March – Friday 5 th April 2024 Inclusive

School Term 3:	April 8th – May 31st 2024 Inclusive
Staff Training Day	Monday, 29 th April 2024
Public Holiday:	Monday, 6 th May 2024
School Holiday:	Tuesday 7 th May 2024
School Closes on:	Friday, 31 st May 2024

PARENT-TEACHER MEETINGS

1 st /3 rd / 6 th	Thursday, 16 th November 2023
1 st /5 th / 2 nd	Thursday, 25 th January 2024
3 rd / 6 th / LCA / TY	Thursday, 21 st March 2024

EXAMS

House Exams for 1st, 2nd, 4th & 5th Years	December 2023 and May 2024
Junior/Leaving Cert Mock Exams	January 29th – February 9th 2024
Junior & Leaving Certificate Exams	Wednesday 5th June - Wednesday 26th June