



St. Vincent's Secondary School
St. Mary's Road, Cork City

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School Journal
2014 - 2015

Name:

Phone No.:

Emergency Phone No.:

Mobile No.:

Email address:

Address:

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IMPORTANT DATES FOR 2014 - 2015

School Calendar

Term 1 **Monday, August 25th 2014 – Friday, December 19th 2014** (inclusive)

School re-opens Monday January 5th 2015

Term 2 **Monday, January 5th 2015 - Friday, March 27th 2015** (inclusive)

School re-opens Monday 13th April 2015

Term 3 **Monday, April 13th 2015 – Friday, May 29th 2015** (inclusive)

Open Evening Monday 22nd September 2014

State Examinations commence Wednesday June 3rd 2015

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## **Mid-Term Breaks**

**1.**            **Monday, October 27th 2014 – Friday, October 31st 2014** (inclusive)

School re-opens Monday November 3rd 2014

**2.**            **Monday, February 16th 2015 - Friday, February 20th 2015** (inclusive)

School re-opens Monday February 23rd 2015

## **Other Dates of School Closure**

**Tuesday March 17th 2015**            St. Patrick's Day Bank Holiday

**Monday May 4th 2015**            May Bank Holiday

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Parent Teacher Meetings 2014 - 2015

Year 6 Tuesday 21st October 2014

Year 3 Thursday 6th November 2014

Year 1 Monday 1st December 2014

Year 5 Thursday 15th January 2015

Year 2 Thursday 5th February 2015

Year 4 Thursday 5th March 2015

All the above meetings will run from 4.15pm to 6.45pm

AGREEMENT TO CONDITIONS OF ENROLMENT 2013/2014

Student/School Contract

I have read and fully accept all of the rules and procedures outlined in this journal. I accept that remaining in the school is conditional on compliance with the Code of Behaviour. I agree to abide by the rules of the school and to comply with any given reasonable request.

Student:

Home/School Contract

I/We have read and fully accept all of the rules and procedures outlined in this journal. I/We agree to support the management and staff in the implementation of school rules, policies and disciplinary procedures. I/We accept that remaining in the school is conditional on compliance with the Code of Behaviour. I/We acknowledge that it is my/our responsibility to familiarise ourselves with all rules and policies and to ensure that any change to contact information (phone numbers or address) is communicated to the school.

Parents/Guardians:

In Case of Illness

Parents/Guardians should be contactable at all time on the active contact number provided to the school. Any change of number should be communicated to the school immediately. There may be occasions during school hours, in the event of an accident or illness, for us to take your daughter to a doctor or hospital. It is very important that we have your prior permission to do so. To give us this permission please sign the space below.

I do hereby give permission to the school authorities of St. Vincent's Secondary School, to take my daughter to a doctor or hospital for any necessary treatment in an emergency.

Parents/Guardians:

Emergency Contact Numbers

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SCHOOL JOURNAL

- Each student is obliged to keep a school journal. It is the first means of communication between teachers and parents.
- The journal is designed to help students organise their work.
- Under no circumstances should pages be removed from this book. Each student is responsible for the condition of her journal. A defaced or lost journal must be replaced immediately and without exception.
- Students should have their journal with them every day and must make it available to teaching staff when requested to do so.
- Notes from parents/guardians to the school and from the school to parents/guardians must be written in the journal.
- The journal must be available at all times for inspection by any member of staff or a Department of Education & Skills Inspector. Parents are encouraged to check journals on a daily basis for homework entries and notes from teachers.
- A record of all homework given is to be kept in the journal. Homework consists of:
 - A thorough review of all work covered in class
 - Set written/oral/practical work
 - Revision
- Parents, if so requested by a member of the teaching staff, may be required to sign the journal on a daily or weekly basis.

MISSION STATEMENT

St. Vincent's is a Religious Sisters' of Charity Secondary School. It has its origins in a school founded by Mary Aikenhead in 1857. The School Community of St. Vincent's continues to be inspired by her motto:

Caritas Christi Urget Nos
The Love of Christ urges us

St. Vincent's is a Catholic girls' only secondary school. We recognise the uniqueness and needs of all our students, staff, parents and partners. Through a broad based curriculum, we aim to educate each student so that she may achieve her full personal, social, spiritual and academic potential. We welcome the participation of all our partners in the life of our school community.

CODE OF BEHAVIOUR

Our school has in position a behaviour policy that is proactive and is consistent with the ethos of a caring school. The teachers in St. Vincent's Secondary School base their work on the mission statement of the school which strives to ensure that each student is directed and helped to become the best person she is capable of becoming. In order to achieve this goal, the help and co-operation of parents/guardians is vital at all times to enhance the school's work and to support it in its efforts to prepare students for state examinations, the world of work and for active citizenship.

Problems that may arise concerning school should be discussed in a spirit of confidence, trust and mutual support. Parents are always welcome to consult with teaching staff, Year Heads, Deputy Principal and Principal concerning their daughters. **This should be done during school hours and by appointment.**

The following rules have been formulated and agreed by all stakeholders so that parents/guardians, teachers and students can work together for the spiritual, intellectual, cultural, emotional and physical education of the young person.

Policy Statement

1. The Behaviour Policy of this school is founded on mutual respect, co-operation and on the principles of natural justice for all members of the school community.
2. We, as a school, expect student behaviour, which is conducive to teaching and learning.
3. The Board of Management of the school has the ultimate responsibility for managing all aspects of our Behaviour Policy.
4. The Principal along with the staff will aim to administer this policy consistently and fairly.
5. Parents/Guardians are expected to co-operate with all school policies and Code of Behaviour.

Environment

In our school we enjoy a clean, pleasant and safe environment and pupils are expected to co-operate in keeping the school clean and tidy. Students will behave in an orderly manner at all times.

Respect for the Person

We have agreed to be respectful and polite at all times to each other and to all members of the school community including visitors to our school.

CODE OF BEHAVIOUR

Punctuality / Application to work

In order to avail of educational opportunity students need to present in school punctually every day with all necessary books and equipment to ensure effective teaching and learning.

- Students will be in class when the bell rings at 8.40am. Classes commence at 8.45am.
- Students may not leave the classroom at any time without permission from a teacher.
- Students may not leave the school premises at lunchtime or at any other time during the school day without special permission.

Dress and Appearance

In the interests of overall appearance of pupils as individuals and as a group, full school uniform is to be worn at all times and at all school functions.

Mobile Phones

Mobile phones are not allowed and are to be switched off during school hours ie 8:45am -3:30pm (including breaks). The use of iPods and MP3 players or other multi media devices are not allowed during class time. Mobile phones will be confiscated without exception if found in use and held for three days.

The State Examination Commission states that for Leaving Certificate and Junior Certificate exams, a candidate is liable to have her whole examination cancelled if she brings into the exam centre or has in her possession a mobile phone.

Health

As a health promoting school the possession, use or distribution of tobacco, alcohol or illegal substances while in school/environs or on school outings is not permitted and may result in immediate suspension and or expulsion.

Personal Property

While every reasonable precaution will be taken, the School Management accepts no responsibility for loss or damage to a student's property. Valuable items or large sums of money should not be brought to school.

CODE OF BEHAVIOUR

Rewards and Sanctions

The school operates a Positive Award System to affirm and acknowledge positive student behaviour.

In the event of breaches of school discipline St. Vincent's Secondary School may impose the following sanctions:

- Reasoning with a student
- Verbal reprimand
- Assignment of additional work
- Note in Journal or further contact with parents/guardians
- Yellow card for minor breaches of school rules
- Blue card for major breaches of school rules
- Report card
- Monitoring Card
- Formal Written Warning
- Removal of privileges
- Detention by teacher
- Internal exclusion from classes
- Suspension
- Expulsion

Detention may be imposed for an accumulation of Yellow Cards. Parents will be informed beforehand if this detention is scheduled after school.

Continuous disruptive behaviour can merit suspension and ultimately expulsion. Students who have accumulated 12 blue cards will have their behaviour record brought to the attention of the principal where all options up to an including suspension may be explored. Thereafter the behaviour record of students will be subject to regular review (normally after each four cards). Notwithstanding all the foregoing sections the Principal reserves the right to suspend or summarily dismiss a pupil if the offence is very serious or if a students is not amenable to the reasonable request or reasoning of the Principal or Deputy Principal.

Note: Parents/Guardians are asked to note that it is not possible to detail every rule and regulation governing one's behaviour at school. Each student is accepted into the school on the understanding that she will comply with the school rules and reasonable requests. The school reserves the right to take disciplinary action in regard to any type of misbehaviour. School authorities reserve the right to resign responsibility for any student who is disruptive or who is not amenable to school policy and regulation where all efforts at intervention have failed.

A CODE TO COUNTER BULLYING

1. We want St. Vincent's to be a place where everyone can feel happy and secure.
2. We want everyone to be able to work to the best of their ability without fear or intimidation
3. It is every student's duty to ensure that the following forms of behaviour are not tolerated whether face to face or through social media:
 - No one should feel victimised in any way
 - No one should suffer name calling, sighs, sniggering or the silent treatment etc.
 - No one should suffer physical violence, pushing, shoving, tripping, hair pulling, kicking, hitting spitting etc.
 - No one should have to suffer looks which convey aggression or threat.
4. Racism is not tolerated in the school.
5. We want everyone – students, parents, staff and the wider community – to know where the school stands on all forms of intimidation.
6. We want our students to know that making matters like this known to the school is responsible telling, not squealing or ratting.
7. It is the duty of all to make the School Community a caring community, conscious of the problems of the community and responsive to its needs. Caring for others is the Christian response to Christ's Command that we love our neighbours as ourselves.

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"that we love our neighbour as ourselves."

In the event of an allegation of bullying being made procedures are in place to support the student(s) involved and to mediate an acceptable resolution.

POSITIVE CONTRIBUTION AWARDS

The Positive Contribution Awards are based on the Green Card System, which we have in our school. In keeping with the Christian ethos of St. Vincent's we aim to educate each student so that she may achieve her full personal, social spiritual and academic potential. Therefore, we make every effort to help each student to recognise and develop her own particular talents. The Positive Contribution Awards Ceremony is our opportunity to show that we also value achievement in its broadest sense in our school and that we recognise and appreciate the huge contribution that the students make to life in St. Vincent's.

Examples of what might merit a Green Card

Students who make a positive contribution to school life may be given a green card by a member of staff. The following list of examples serves as a guideline as to what types of behaviour might merit a green card. The list is not exhaustive.

- Students who volunteer to help fellow students, members of staff or visitors above and beyond that which might reasonably be expected.
- Students who help with the day to day functioning of the school above and beyond that which might reasonably be expected
- Students who through exemplary behaviour or selfless work enhance the image of the school in the greater community
- Students who act in a responsible manner in challenging or emergency circumstances
- Students who promote the image of the school in the greater community
- Students who positively influence others by providing good example, leadership or direction
- Students who through unbroken attendance display their commitment to making the most of the educational opportunities afforded to them

The decision to issue or not to issue a green card is discretionary and depends on the circumstances that pertain in any given situation. It is inappropriate for students to canvas staff members for the issuing of a card.

SCHOOL UNIFORM 2014 - 2015

1. The full school uniform must be worn in school every day and also when attending school events - outings, debates, public speaking, meetings, state and house examinations etc. The school has a limited number of spare uniform items available if a student has temporary problems with her own. These will be given to a student for a few days while her own is being repaired.

The School Uniform is available in:

Buckley's Drapery Ltd., 93-94 Shandon Street, Cork. Tel: 021-4304426

- School Jacket with Crest: The School Jacket is compulsory.
- Navy Striped School Skirt:
OR
- Navy Striped School Uniform Trousers. Plain navy trousers may be worn, preferably purchased from Buckley's Drapery Ltd.
- **ALL STUDENTS MUST WEAR EITHER THE UNIFORM SKIRT OR UNIFORM TROUSERS**
- Navy V-Neck Jumper with School Crest:
Wool Jumper Including Crest:
Size 34 - 36
Size 36 - 38
Size 40
Size 42
Size 44 - 46
- Acrylic Jumper Including Crest (suitable for asthmatics etc.)
- White long sleeved school shirt. Reversed Blouse is available and is also acceptable as part of the school uniform
- **Dark coloured shoes** – Must be worn with either skirt or trousers.
RUNNERS NOT ALLOWED.
A doctor's or chiropodist's note is required. If a student, because of injury or medical condition, needs to wear alternative footwear.

2. **THE COMPULSORY PHYSICAL EDUCATION UNIFORM CONSISTS OF:**

Navy School Tracksuit Ends with School Crest
Navy School Polo Shirt with School Crest
Suitable Sports Footwear

The P.E. Uniform must be worn at Physical Education Classes and all School Sporting Events and Matches. **IT MAY NOT BE WORN OUTSIDE OF P.E. CLASSES.**

Nose rings and studs are **NOT** allowed.

The only jewellery allowed is one pair of stud earrings in the ear lobe and a watch.

NO VARIATION FROM THESE SET UNIFORMS WILL BE ACCEPTED
THE FULL SCHOOL UNIFORM **MUST** BE WORN IN SCHOOL EVERY DAY
AND ALSO ATTENDING SCHOOL FUNCTIONS.

The student should make sure that her name is on all items of uniform

H O M E W O R K

In St. Vincent's we believe that homework plays a vital role in helping our students reach their full academic potential and achieve to the best of their ability in examinations. Parents and students should familiarise themselves with the Homework Policy document available on the school website or from the school office.

The Purpose of Homework

Homework is necessary for several reasons:

- (i) To help students to remember what they learned in school more effectively.
- (ii) To understand new ideas and information.
- (iii) To help students to develop habits of concentration and study, which they will need in later years.

Recommended Time

Students should spend the appropriate time on homework and study for their age and level. The following is a guideline:

First Year	1.5 hours
Second Year.....	2 hours
Third Year.....	2.5 hours
Fourth Year	2 hours
Fifth Year.....	3 hours
Sixth Year	3 to 4 hours

It is extremely important that students follow the above guidelines if they are to reach their full potential.

Study Tips for Students

- Remember that it is a good idea to do your homework when you are refreshed.
- It is important to take a break at regular intervals (5-10min break for every 40mins of study)
- It is advisable to begin and end a homework/study session with subjects that you like as this motivates you to get started and helps you to keep going when you are getting tired towards the end of a study session. Do all of the other subjects in between.
- Always tick off homework in the journal when finished.
- It is always a good idea to do Friday night's homework on Friday night as this frees up your weekend and makes it easier for you to get some extra study/revision done.

FIRE EVACUATION

All students are requested to familiarise themselves with the fire evacuation procedures, which are part of St. Vincent's Secondary School's Safety Policy.

A whole school fire drill is staged once each term. First years have an individual class fire drill in September to familiarise them with the routine. The procedure for the drill is displayed at the back of each classroom door or notice board.

On Hearing the Fire Alarm Signal:

- When in class, orders to leave will be given by the person in charge, who will indicate the route to be followed.
- When not in class, form a single file and go by the most direct route to the point of assembly.
- Keep silent.
- Do not run. Do not attempt to pass others.
- Do not return for anything you may have forgotten.

Places of Assembly

Convent Garden or North Monastery Road

ATTENDANCE

The Education Welfare Act 2000 legally requires

- Parents to inform the school in writing of the reason for all absences
- The school to report details of any student who has over 20 days school absence to the Education Welfare Service

In the event of a student being absent Parents/Guardians must complete a written absence explanation note provided at the back of this journal. It is the responsibility of the student to place the top copy of this note in the absence box near reception and show the duplicate to her teachers.

All absences are counted in the 20 day allocation. Schools do not have any discretion in not counting absences. Details of the Educational Welfare Act and the role of the NEWB can be found on www.newb.ie.

P A R E N T S A N D T H E S C H O O L

We believe that success in school depends on the combined efforts of parents, teachers and students. Parental support and cooperation are much valued by us and we look forward to working with you throughout the coming year. Our most successful students are those students whose parents display a keen interest in their daughter's progress and who support the efforts of the school to ensure that each student is realizing her full potential.

Parents can help students to succeed in school in practical ways

- by making sure your daughter has all the books, copies and equipment needed
- by taking an interest in homework and checking the Student Journal regularly
- by following up any remarks in the journal and then discussing them with your daughter in a constructive way
- by encouraging regular and punctual attendance
- by attending parent/teacher meetings
- by coming to any function/meeting relating to the school
- by supporting the Parents' Association

S E C U R I T Y

All visitors to St. Vincent's Secondary School must report to reception on arrival. Visitors should not go beyond the reception area without clearance from reception or without being accompanied by a member of staff. Staff have the right to ask any unauthorized visitor for identification and to ask them to return to the reception area if necessary.

Please telephone in advance, if you would like to meet a member of staff. An appointment will be arranged for a time that is mutually convenient to both parties. Due to the constraints of scheduled timetabled classes it is not possible for teachers to meet with parents/guardians who present at the school without an appointment. Staff can only meet and discuss a student with the parents and/or legal guardians of that student

C U R R I C U L U M

The school currently offers the following programmes: Junior Certificate, Transition Year, Leaving Certificate and Leaving Certificate Vocational. Students must follow the full timetabled curriculum as directed. Students may not drop a subject. Students may not opt out of any subject or part of a subject. For details on subject options, class composition, levels and procedures regarding change of subject, level or course parent/guardians should refer to the school curriculum policy (available on request).

THE WORLD OF SOCIAL MEDIA: ADVICE FOR PARENTS

The ease of access to the Internet and the proliferation of devices such as smart phones, laptops, iPads, netbooks and tablets have made social media a communications tool that is widely used by students 24 hours a day, 365 days a year. While the presence of technology and the use of social media is predominantly a positive experience, not everyone has a clear understanding about the risks associated with the new technologies and how to protect themselves online.

As parents, it may be appropriate to engage with the student's digital lifestyle in an effort to reduce the online risks.

Some Advice for Parents

1. Get to know and try to understand how your daughter uses the Internet and ask her what she likes to do online.
2. Agree with your daughter the rules for using the Internet. How long should your daughter spend online? What time will the Internet be switched off each night? What type of sites and activities are acceptable?
3. The computer your daughter uses should be in an open area and not in your daughter's room.
4. Encourage your daughter to carefully guard personal information. She should never disclose passwords or PIN numbers, even to friends. She should never reveal personal information such as address details, phone numbers, school etc.
5. Talk about the risks associated with meeting online 'friends'. Advise your daughter of the risks of physically meeting strangers with whom she has struck up a friendship online. Explain that people who introduce themselves online are not always who they say they are.
6. Advise your daughter that not all online information is accurate or correct.
7. Together report online material which you consider to be illegal to the appropriate authorities. Keep a copy of the material on your phone or computer. www.webwise.ie may be of help in this situation.
8. Remind your daughter to use social networks' privacy settings so only her friends can see her data.
9. Encourage respect for others online, as in everyday life. Make sure your daughter is comfortable telling you if anything menacing or cruel happens online.

General Guidelines for your Child Online

- **NEVER** make friends with strangers.
- **NEVER** reveal personal information.
- **NEVER** complain about your classmates, teachers or friends.
- **NEVER** discuss sensitive information.
- **NEVER** upload or LIKE controversial websites, material, pictures or videos.
- **NEVER** become involved in ‘tweeting’ or ‘re-tweeting’ controversial information.

Remember, the Internet is an excellent educational and recreational resource. Encourage your child to explore the Internet to its full potential. The positive aspects of the Internet outweigh the negative aspects!

A St. Vincent’s Secondary School Internet Safety Initiative

STUDENTS SHOULD HAVE ALL RELEVANT BOOKS AND EQUIPMENT WITH THEM AND BE READY TO COMMENCE WORK AT THE START OF EACH CLASS.

PROCEDURES A TO Z (Summary)

The following is a summary of the main policies and procedures which impact on the day to day running of our school and should be read in conjunction with the full text of the relevant policy in question.

To help us all with the smooth running of our school, we ask that all students observe the following:

Attendance

The roll is taken each morning during period one. If a student arrives after 9.25am she should sign the Late Book at reception and ensure that the roll is adjusted accordingly. In the event of absence, the parent/guardian should inform the school in writing of the reason using the note templates provided in this journal. The top copy of the signed note should be placed in the absence box near reception by the student.

Access to students during school day

Parents who wish to contact their daughter during the school day should do so by contacting the school office. Students found using a mobile phone during school time will have the phone confiscated regardless of who has made the contact.

Appointments

If you wish to speak with a member of staff you may make an appointment to do so through the main school office. The school cannot make provision for staff to meet with parents on demand. School staff may only meet with a student's parents and/or legal guardians.

Awards

Student achievement in the academic, sporting and cultural field is acknowledged and celebrated at the annual school prize-giving ceremony and at the positive contribution awards ceremony. We encourage parents to inform us of any significant achievement in activities outside of school

Chewing Gum

Chewing gum is forbidden.

Class Teacher

Each class has a class teacher who takes a particular interest in your daughter's class. Please ensure that your daughter has the name of her class teacher entered on the front page of this journal.

Code of Behaviour

Please note that the Code of Behaviour forms a contract between you and the school. You should take time to familiarise yourself in full with it.

PROCEDURES A TO Z (Summary)

Contact Details

Parents must provide an active contact number which may be used in case of emergency. Parents may also be contacted by phone, by text or by mail regarding non-emergency issues. Parents/Guardians must inform the school of any changes to contact details.

Early Leaving

Early Leaving Procedure - Illness

1. Should a student become unwell while in school, she must inform her teacher and seek permission to go to reception for an Early Leaving Card (purple card.)
2. The student must have the card signed by the Principal or Deputy and the class teacher.
3. A member of the office staff makes the call to the parent/guardian and signs the card. Both the phone number and the person who took the call are recorded.
4. The student returns the card to the subject teacher, confirming that the call has been made and permission to go home has been sought.
5. The student remains in class until called to reception on the arrival of parent/guardian.
6. When permission to go home has been granted the parent must sign the Early Leavers' Book. Parents/guardians are expected to collect their daughter in this situation.

Early Leaving Procedure - Medical/Dental Appointment

1. Students should ensure that medical appointments etc. are made outside of school time.
2. Should it be necessary to leave early, students should bring the Permission to Leave Form (See Journal) signed by parent/guardian stating the reason for leaving school.
3. The Permission to Leave Form is signed by the Principal or Deputy Principal early in the morning before the start of classes.
4. The top copy of the Permission to Leave Form will be held by the school and the duplicate copy in the journal is shown to the class/subject teachers.
5. The Early Leavers' Book must be completed by the parent/guardian before departure.
6. Parents/ Guardians must collect their daughters in these situations

PROCEDURES A TO Z (Summary)

End of Day Procedures

All students must take responsibility for the room in which they are being taught. Please leave it in a tidy and clean state and place all chairs on tables in readiness for the cleaning staff. Students are required to assist in the maintenance of the school by assisting with clean-up after class or lunch break.

Entrance

Via main designated door. Use of the Convent avenue is not permitted by students except in special specified circumstances.

Environment

Much work has gone into preparing the school building for you during the summer. It is important that each student takes responsibility for keeping her classroom neat and tidy. Please place rubbish in the bins provided after breaks and place bottles in the specially allocated bins positioned at various points around the building. It is vital that each student plays her part so that we may all work in a clean, pleasant and healthy atmosphere.

The full cooperation of students is expected in assisting to maintain a clean and pleasant environment for learning.

Expulsion

Continuous disruptive behaviour can merit suspension and ultimately expulsion.
(See Code of Behaviour)

Fire Evacuation

A number of fire drills are carried out throughout the academic year. Further information will be given at the relevant times by your teachers. Each student should make herself familiar with the emergency routes from the various classrooms she frequents. Fire notices are clearly posted on the backs of classroom doors.

Forbidden Items

Pupils are forbidden to have in their possession any item/matter likely to be either

- Injurious to the health or moral welfare of others
- Offensive to others or
- Disruptive of the school routine

Any item/matter, which in the opinion of the school authorities constitutes a breach of this rule, must be surrendered on request to the school authorities.

Graffiti

See School Property

PROCEDURES A TO Z (Summary)

Issues affecting learning

Parents/Guardians should inform the school of any issues which might affect the learning or the ability of a student to engage with the school.

Jewellery

The wearing of facial jewellery is prohibited as is the wearing of symbols or memorabilia which may be considered offensive or discriminatory to others. Students must remove all facial jewellery on arrival as not to do so might compromise the health and safety of themselves and other students. The only jewellery allowed is one pair of stud earrings in the ear lobe and a watch. Nose rings or studs are not allowed.

(See also Uniform)

Late Notes

See Attendance

Litter

See Environment

Lockers

All students are assigned lockers. Students should restrict locker use to the beginning/end of break times or before and after school. Students should not go to lockers between classes as this can lead to disruption of lessons due to late arrival. Students who persistently go to lockers between classes or who delay at lockers at the 8:45 or 1:30 may have locker privileges rescinded. Money and valuables should not be placed in lockers or left unattended in bags or in coats. Mobile Phones should not be brought to school. The Board of Management does not accept responsibility for the loss of such items. The assigned lockers are school property and the school reserves the right to open and search them if necessary. (See also Personal Property)

Lunch Breaks

We ask students to eat in their designated areas. In the interest of Health and Safety students are not allowed to eat or drink on the corridors or toilets or to bring food/drinks into those areas. Please do not loiter in the main reception area.

Make-up

The wearing of make-up is not allowed.

Medical Appointments

See *Early Leaving*

Mobility

Walk on the right hand side of corridors, wait for classes e.g. IT, Science in an orderly queue. Running on the corridors, stairs or inside the school building is strictly forbidden as it may constitute a risk to health and safety.

PROCEDURES A TO Z (Summary)

Newsletters

Newsletters are issued on a periodic basis in order to keep parents/guardians up to date with the activities and achievements of the school.

Nutrition

A healthy diet is essential for everyone. It is especially important for teenagers, as adolescence is an important time for physical development. Students need a healthy diet to have energy to work and to improve learning and concentration. Students also need an adequate amount of sleep in order to maximise their learning opportunities.

We encourage all students to:

- Have a nutritious breakfast
- Have a well-balanced lunch
- Drink lots of water
- Eat at least one piece of fruit during the day
- Avoid high-fat, high-sugar, high-salt food and fizzy drinks

On Report/Monitoring Card

Students who have been placed on report card must inform each individual teacher of the sanction and ensure that the report card is filled in at the end of each class. Students must also ensure that the report card is signed by a parent/guardian each night.

Outside School

The school reserves the right to take an interest in the behaviour of students while they are in the immediate vicinity of the school, while they are on the way to school or home or while they are in school uniform.

Parking

Car parking space is reserved for staff and permit holders only. Students are not permitted to drive on to the school grounds.

Part-Time Work

If you are serious about your examinations, you do not have the time to take on a demanding part-time job. The Protection of Young Persons (Employment) Act 1996 regulates as follows:

- Students under 15 years of age may not work during term time
- Students of 15 years may work up to a maximum of 8 hours per week during term time
- Students under 16 years may only work up to 8 pm at night
- During term time 16 to 17 year olds may work up to 10 pm on school days.

It is illegal to employ a 16/17 year old student after 10 pm from Sunday to Thursday inclusive during the school term.

PROCEDURES A TO Z (Summary)

Personal Property

Students should not bring valuable items (e.g. large sums of cash, jewellery, mobile phones) to school. The Board of Management accepts no responsibility for loss or damage to personal property while on the school premises. Students should exercise the same care and caution regarding personal property as they would in any public building/place.

Punctuality

Classes begin in the morning at 8:45. All students should be in class and ready to begin work before 8:45. During the school day students should not delay between classes or at the end of lunch breaks. Persistently being late for class without a valid reason may be deemed to be disruptive behaviour.

Reports

Reports on student progress are posted out following the completion of house examinations and pre-state examinations. We recommend that parents discuss these reports with their daughters and file them away safely.

Safety, Health & Hygiene

Every student should wash her hands before eating. Students should sit down to eat and not eat while walking around. Pupils should take time to eat properly. Students should make every effort to ensure that they do not spill food or drink on the floor. In the event of this happening they should seek the assistance of the caretaking/cleaning staff in their efforts to clean up.

School Property

All school property should be treated with respect. Every Euro spent on repairs, correcting vandalism or cleaning means a Euro less to be spent on resources and facilities for students. The Board of Management reserves the right to require that parents/guardians of students found defacing or damaging school property make financial restitution for the loss incurred. Students may be required to clean and restore damaged/defaced school property.

Sick Notes

All absences must be explained by parents. Please use the templates provided in this journal and ensure that your daughter has submitted the top copy

Smoking

Smoking is damaging to health. Students are forbidden to smoke within the school building, in or near the school grounds, on school trips or while in school uniform.

Student Access to home during school time

Students who wish to contact home during the school day must do so via the main reception. Students are reminded that use of a mobile phone during school time will lead to its confiscation.

Suspension

Continuous disruptive behaviour can merit suspension and ultimately expulsion.
(See Code of Behaviour)

Uniform

The school uniform is obligatory and is to be worn each school day.

Any one of the following may apply where there is any deviation from the wearing of full school uniform:

- Parents may be contacted and asked to bring in the correct uniform.
- The student may be provided with the correct uniform by the school, which she must wear.
- In house suspension may apply, during which the student will follow a study plan for normal timetabled classes.

(See School Uniform for full details)

Use of Toilets

Use of toilets is restricted to break times & lunch times (except in an emergency, permission to use the toilet during class times should be granted by the subject teacher). Students should not leave the classroom during change of class but must wait and ask the incoming teacher for permission to use the toilet.

10 Tips for a Healthy Life

1. Think Positive
2. Talk to your friends
3. Get lots of sleep
4. Get lots of love
5. Drink lots!.....(of water)
6. Exercise often and breathe deeply
7. Have a good old fashioned laugh!
8. I scream you scream we all scream for ice cream!
9. Enjoy good music!
10. Get a hobby or join a club (for example: Comhairle na nÓg!)

www.comhairlenanog.ie

PROCEDURES A TO Z (Summary)

THE BOARD OF MANAGEMENT ACCEPTS NO RESPONSIBILITY FOR LOSS OR DAMAGE TO PERSONAL PROPERTY WHILE ON THE SCHOOL PREMISES

PARENTS SHOULD BE AWARE THAT SCHOOL MANAGEMENT WILL NOT ACCEPT RESPONSIBILITY FOR STUDENTS WHO ABSENT THEMSELVES FOR ANY PURPOSE WITHOUT PRIOR PERMISSION FROM SCHOOL AUTHORITIES.

PARENTS/GUARDIANS WHO WISH TO SPEAK WITH A MEMBER OF STAFF MUST MAKE AN APPOINTMENT TO DO SO THROUGH THE MAIN OFFICE. THE SCHOOL CANNOT MAKE PROVISION FOR STAFF TO MEET WITH PARENTS/GUARDIANS ON DEMAND.

THE SCHOOL OPERATES A TEXT SYSTEM TO FACILITATE COMMUNICATION WITH PARENTS/GUARDIANS. PLEASE ENSURE THAT THE MOBILE PHONE CONTACT NUMBER YOU HAVE GIVEN TO THE SCHOOL IS ACTIVE AND IS KEPT UP TO DATE.

EACH STUDENT IS OBLIGED TO TAKE REASONABLE CARE OF HER OWN HEALTH AND SAFETY AND THAT OF OTHER MEMBERS OF THE SCHOOL COMMUNITY WHO MAY BE AFFECTED BY HER ACTS/OMISSIONS. FURTHERMORE, STUDENTS SHOULD REPORT WITHOUT DELAY TO SCHOOL MANAGEMENT (OR WHOEVER IS THE RESPONSIBLE PERSON AT THE TIME) ANY INCIDENT OR DANGEROUS OCCURRENCE THAT COULD HAVE RESULTED IN LOSS OR INJURY. THIS SHOULD BE DONE IN WRITING ON THE OFFICIAL INCIDENT REPORT FORM.

TIME MANAGEMENT SKILLS

Careful planning and time management can help you steer clear of problems such as cramming for an exam, forgetting assignments, and will enable you to be more productive, giving you more time to spend on the things you really enjoy. Time management skills will also be a great asset when you go to college, as your schedule will be far less structured than it is in school. Follow these three guidelines to help manage your time:

1. SPEND TIME WISELY

At school or out and about:

- Use your time efficiently to ensure you get everything done e.g. use “free classes” during the day, or the five minutes between classes.
- Work on projects as soon as they are assigned, as this gives you a head start and the opportunity to ask questions.
- Arrive at class on time; catching up wastes time.
- Keep your school planner with you at all times and record assignments, practices and appointments as soon as you get them.
- Work on long-term projects whenever you have an opportunity and avoid having to “cram” the night before they are due because you didn’t plan ahead.
- Use the study facilities provided in school so that you will have less work to do at home. If you don’t have a particular project to work on, review notes or read ahead.
- Ask the teacher for help if you are having trouble with a project or homework.
- Avoid missing school if possible, as you will miss out on discussions and assignments and still have the work to do when you return.

AT HOME:

- Set aside a specific time each night to study and to do your homework, as this will help you establish a routine.
- Schedule one-hour blocks of time to study, and include a ten-minute break between blocks.
- Estimate how long each project will take and plan accordingly. Try to do the work you find hardest at the beginning of your study time and the rest of the work will be easier.
- Get to work straight away; don’t waste time talking on the phone or watching TV.
- Cross off projects in your Student Planner as you complete them.
- Spend more time studying the subjects you find hardest.
- Review what you have covered in class each day.
- Continue to work in long-term projects to avoid having to rush them. By breaking them up into smaller tasks, it will make the job easier and reduce stress.

2. KEEP A “TO DO” LIST

By complying and prioritising a list of the things you need to do every day, you can plan time to complete each task. As you complete a task, cross it off the list. This will give you a real sense of accomplishment, and a visible measure of your productivity.

HOW TO CREATE A “TO DO” LIST:

- Every morning, list the tasks you have to do that day. Avoid including routine things that you are not likely to forget.
- Rank each task in order of priority, listing what you have to do first, second, third and so forth.
- Complete the tasks according to their priority, and cross them off on completion.

3. UTILISE YOUR STUDENT PLANNER

Your Student Planner is an excellent place to keep track of all things you have to do or need to remember.

- On a daily basis, record all assignment and their due dates.
- Record long-term assignments in several places including the day they are given, the day they are due, and on various pages in-between as reminders.
- Record times and dates of meetings, game practice, rehearsals and other appointments as soon as you find out about them.
- Use the yearly planner to record important dates such as birthdays, anniversaries and holidays.

LISTENING SKILLS:

- Speed up your writing by using abbreviations and symbols. Keep your systems simple so you can easily understand your notes.
- Listen out for important ‘cues’. Teachers will often signal specific information that you should take note of. Pay particular attention to the following types of phrases: “This is an important topic”, “Listen to what I have to say”, “Let’s go over this once more”, “Don’t forget this subject”, “This will be in your test”.
- Listen intently during class and keep your thoughts on the topic being discussed. If you don’t understand, ask the teacher to explain the material again or in another way.

NOTE TAKING SKILLS

- Use a pen or pencil that doesn’t smear.
- Write the page number, subject, and date on each page of notes.
- Keep all your subject notes together.
- Use highlighters or a red pen to mark different topics.
- Record new vocabulary terms.
- Evaluate what you read or hear before writing it down.

STUDY GUIDELINES

The following guidelines are designed to help students to develop good study practices. It is hoped that the guidelines may be helpful to teachers individual students, parents, and class groups. It is important to have a good study plan Everyone has a different “learning style” and consequently everyone has a different “studying style.

Bear in mind at the outset that there is:

- no one ‘right’ way to study;
- a good study plan must be ‘owned’ by the individual student.

A study plan must take into account the variables in each student’s life such as :

- distance and time it takes to travel to and from school,
- involvement in extra-curricular activities both in school and the local community,
- one’s home situation as a place to study.
- a part-time job can seriously affect your study time.

Your education should come first!

Students need to develop a plan of study that is workable and should take personal circumstance into account.

Good practice in study can be viewed according to the following important factors

- 1 Where should I study?**
- 2 For how long and at what time of day should I study?**
- 3 Reading text books.**
- 4 Taking notes.**
- 5 Listening Skills.**
- 6 Preparation for examinations.**
- 7 The examination.**

Let us look at each of these factors in turn

1. Where should I study?

Make sure that

- You Study in a quiet place, with as few distractions as possible
- The same room should be used daily;
- Make sure that there is good lighting in your study area;
- There is Fresh air - with windows left open during breaks;
- The Heating in your room is neither too hot nor too cold;
- You use an upright chair with a table or desk capable of holding whatever material is being used.

Make sure that

- No friends are calling at the door;
- No telephone calls asking details of homework given;
- You have All necessary equipment in place - books, calculator, rulers etc;
- There is No music, no television, no distractions it is virtually impossible to do two things at once.

STUDY GUIDELINES

Study hard subjects first. Each night (or day) when studying or doing your homework, do those subjects first for which you need to be alert and energetic. Leave the easier, or more fun, subjects to later.

Study should be done in a similar atmosphere to that in which examinations are held.

2 For how long and at what time of day should I Study?

An overall plan for study is essential from First Year onwards.

- **It is always important to stress the effective use of time as far as any study plan is concerned.** Spending three hours in a room without a planned approach and active study is of little value.
- Students should be trained to do their homework and study at a definite time each evening.
- Do not use excuses such as 'we had two free classes today and I got all my homework done'. This is not acceptable

Homework and study are not the same

Study is all about the three R's:

Rewrite

Review

Rethink

The best time to study varies from person to person.

As a general rule homework

- **should be started soon after arrival home from school,** while the material studied that day is still fresh in one's mind. Of course there should be time for relaxation after a long day at school but, if at all possible, homework should be completed before the evening meal.
- There is no doubt that study becomes less efficient the later it is undertaken,so:
 - 9.00 p.m. should be the deadline;
 - Study programmes should be scheduled for every school day.

Students of all age groups should have a day off at the week-end, but some time over the week-end can be gainfully used to read novels or plays, to up-date notes, or revise material for up-coming tests.

Weekly Study Plan

An overall plan for the week therefore is essential. It may suit to study two subjects in depth each night so that all subjects are met at least once during the course of a week. A plan needs to be flexible so as to take account of unplanned happenings.

STUDY GUIDELINES

We recommend the following guidelines for length of time for study per night :”

- First Years one and a half hours
- Examinations classes at least three hours
- Other years from two to three hours

Students often complain that they get too much homework, and that therefore they have not enough time to study. This is where flexibility comes in so that time may be borrowed from study time and paid back later in the week when homework is not as heavy.

- Homework should always be done on the night it is given.
- Good habits in time management are important **as examination questions must be answered within very strict time limits.** So it is not good practice to take unlimited time at homework.
- Good study habits are all about keeping to a daily routine and giving all subjects equal treatment.

Note There is a weekly Study Planning Sheet attached as an Appendix to these guideline which students can copy and use.

3. Reading textbooks

Guideline on reading textbooks.

SQ3R

There are many methods recommended for improving reading, but the one most frequently referred to is called SQ3R (SQRRR) Survey, Question, Read, Recall, Review

Survey

This entails browsing through the material to be read, noting headings, sub-headings, illustrations, graphs, tables etc. Reading an introduction and summaries at the end of chapters can also prove very helpful. The aim of this ‘browsing’ is to get an overall feel for the material.

Read Literature Quickly and Passively the First Time

Question

A good idea is to turn headings into questions that may be answered on a closer reading of the text. Formulating questions can also make the reading of the material much more interesting.

Read

There is no substitute for reading the text. Taking notes and highlighting material should be done on a second reading but once again there is no hard and fast rule.

- **Read Actively, Not Passively.**

- By ‘text’, we mean whatever you have to read: It might be a text book, a work of fiction, a poem, an essay, an article from a journal or magazine, or even a class handout.

STUDY GUIDELINES

- With one major exception (see *** below), you should not read passively. Don't just read the text straight through without thinking about what you're reading. If you read without thinking, your mind will eventually wander off, your eyes will eventually glaze over, and you will fall asleep--it's a form of self-hypnosis.

You must read actively.

Use the following steps as a guideline to help you read any text, in any subject, **slowly and actively**:

Read the sentence s-l-o-w-l-y

If you do not understand it then

Reread the previous material s-l-o-w-l-y

Reread the sentence that you did
not understand then

If you still do not understand it then

Ask your teacher, fellow student or parent to explain

Continue reading

*** Major exception (from above)

Read Literature Quickly and Passively the First Time.

If the text is a work of literature (a story, novel, play, poem, etc.), it is often best to read it once all the way through without stopping, just as you would read something for fun, so that you get to know what it's about and can appreciate it as a work of literature. (If there's a recording of it, you might find it helpful to listen to the recording while reading the text) Then you can use the slow and active reading techniques for a second (or third, or fourth, or ...) reading when you are studying the text.

- Even for non-fiction, it can be useful to read the text through once, quickly, to get an overview, perhaps making notes if something strikes you, and then doing the slow and active reading techniques when you are studying the text.

Remember the first step in reading actively

Is to read s-l-o-w-l-y.

Recall

Once a section has been read and understood it is very useful to close the book and jot down the main points of the chapter. Being able to recall the main points in one's own words facilitates the whole learning process.

Review

At the end of a study session all material should be reviewed/revised. This consolidates learning. It also gives a 'feel good' factor if the review shows good understanding of the material studied. Every effort should be made to improve your reading skills.

STUDY GUIDELINES

4. Taking Notes

Taking good notes is a very important part of effective study

How to take notes effectively is a skill worth mastering as it is an essential ingredient for all learning. Good note taking saves time and contributes to effective study. There are mainly two types of notes:

- **HANDOUTS:** these are normally prepared by the teachers and given out in class. They should be carefully filed in a ring binder.
- **NOTES TAKEN BY STUDENTS:** these should be legibly written and kept carefully. They will form the basis of revision as the examination time draws closer. (It is important to have separate files or binders for each subject.)
- Note taking differs with each subject; Effective note taking should centre around the main points;
- There is little benefit to be gained by transcribing material from a text to a notebook;
- An illustration or a diagram may often be more effective than a page of notes;
- Colour should be used where appropriate;
- Definitions should always be recorded exactly.
- Too much highlighting can be confusing

Notes may have to be reorganised at study time because the material comes from a variety of sources: teacher, textbooks, supporting materials such as videos.

- When writing notes it is not essential to use full sentences.
- Plenty of space should be left after each topic so that new material may be added at a later stage.

5. Listening Skills

One of the difficulties experienced by students of all ages is **how to listen and take notes at the same time.**

- As a general rule **listening is more important than note-taking.**
- Speakers such as teachers, lecturers, TV presenters, emphasise important aspects of topics through changes in voice volume and tone, facial and body expression, and through repetition. These changes acts as clues to identifying what is important for note-taking.
- It is up to each student to devise an effective note-taking strategy. There is no doubt that when examination time looms all the care taken with notes will be repaid handsomely.
- If it is true that **we forget 42% of what we learn within 20 minutes** of hearing it, then note-taking takes on a new importance!

We forget 42% of what we learn within 20 minutes of hearing it

6. Preparation for examinations

- Examinations play an important role right throughout a student's life. Parents, teachers and friends place great emphasis on examination results.

STUDY GUIDELINES

- Good results in examinations have a great deal to do with **preparation**. Students who insist on working in a part-time job right up to the examination cannot expect a result that will do them justice.

Always remember that the Leaving Certificate programme is a TWO year course

If you wish to achieve your true potential in examinations then remember that :

'it is never too early to start'.

Preparation for examinations starts in the first week of the school year with

- a well-organised study plan,
- an effective note-taking strategy,
- and a good attitude in class.

We forget 42% of what we learn within 20 minutes of hearing it.

As the year progresses it is important to have information as to:

- The format of examinations in all subjects;
- Availability of past examination papers;
- Type of questions asked;
- Time allotted per question.
- The time allotted to each subject in the examination

Preparation for an examination requires an **effective revision programme** which should include:

- A review of notes taken during the year. This is not a time for reading new material.
- **Flash Cards** - used to summarise material to the bare essentials.
- **Self Test** - after a revision session this can take the format of jotting down all the main points, or doing a question from a past paper.
- **Develop a time plan for each paper in each subject.** Ask your teacher for detailed advice on time for each question and each part of a question

**Students should not revise late into the night -
examinations do not take place at this time.**

Study days immediately before the examinations.

Make sure that you:

- Plan and manage your time effectively
- Structure your day with a definite starting time and well spaced breaks.
- If you work in study groups then a study group should be made up of students of **equal motivation** and **equal work done**
- Do not revise late into the night - examinations do not take place at this time
- Revision takes place in conditions that approximate those in the examinations
- using the same times - same quiet atmosphere!

STUDY GUIDELINES

7. The Examination

The examination day

Mistakes can be costly, so it is important to bear certain procedures in mind. Examinations are designed to discover what students know, not what you don't know.

- Preparation for the examination day starts the evening before.
- Examinations are physically demanding as well as being intellectually and emotionally demanding.

Students are often required to write for three hours both morning and afternoon! Going in to examinations, it is, therefore, essential to be:

- **Alert;**
- **Rested; a good night's sleep is important;**
- **In a positive frame of mind.**

To avoid last minute panic all equipment for the examination e.g. pens, calculators, should be ready and packed the night before.

Although examination halls have clocks, a personal watch helps with time management.

Students should check starting times, and be thoroughly familiar with the examination timetable.

Once seated in the examination hall and the papers having been distributed,

- The first step is to **READ** the paper.
- Attention should focus on the number of questions to be attempted, obligatory questions, and instructions given on how to respond.

Starting with familiar questions makes sense.

Make sure to spend only the allotted time on each question.

It is easy to lose the run of oneself on seeing a familiar question!

- It is important to remember that it is of little value to have perfect answers to some questions only to find that the time is up with two further questions untouched.
- Handwriting, spelling and punctuation pose difficulties under pressure of time so great care and concentration is required.
- **Students should never leave the examination hall until the time is up.**

On leaving the hall there should be no postmortems -they only cause anxiety and upset.

Better to return home to relax before preparing for the next day's examination.

After the examinations

Tidy up notes, books and writing desk at home.

Relax and enjoy a break.

EXAM INFORMATION

JUNIOR CERTIFICATE GRADE INTERPRETATION

Guide to Levels

A = Ard/Higher Level G = Gnath/Ordinary Level B = Bonn/Foundation

GRADE	PERCENTAGE
A	85 - 100 %
B	70 - 84%
C	55 - 69%
D	40 - 54%
E	25 - 39%
F	10 - 24%
NG	0 - 9%

LEAVING CERTIFICATE GRADE INTERPRETATION

Guide to Levels

A = Ard/Higher Level G = Gnath/Ordinary Level B = Bonn/Foundation Level

GRADE	PERCENTAGE	POINTS AT HIGHER LEVEL	POINTS AT ORDINARY LEVEL
A1	90 - 100%	100	60
A2	85 - 89%	90	50
B1	80 - 84%	85	45
B2	75 - 79%	80	40
B3	70 - 74%	75	35
C1	65 - 69%	70	30
C2	60 - 64%	65	25
C3	55 - 59%	60	20
D1	50 - 54%	55	15
D2	45 - 49%	50	10
D3	40 - 44%	45	5
E	25 - 39%	-	-
F	10 - 24%	-	-
NG	0 - 9%	-	-

PRAYERS

THE ANGELUS

*The Angel of the Lord declared unto Mary
And she conceived by the Holy Spirit.*

Hail Mary

Behold the handmaid of the Lord.

Be it done unto me according to Your word.

Hail Mary

And the Word was made flesh.

And dwelt among us.

Hail Mary

Pray for us, O Holy Mother of God,

That we may be made worthy of the promises of Christ.

*Lord, fill our hearts with your love,
and as you revealed to us by an angel
the coming of your Son as man,
so lead us through his suffering and death
to the glory of his resurrection,
for he lives and reigns with you and the Holy Spirit,
One God, for ever and ever. Amen.*

Ár nAthair atá ar neamh,

go naofar d'ainm;

go dtaga do ríocht;

go ndéantar do thoil ar an talamh

mar a dhéantar ar neamh.

Ár n-arán laethúil tabhair dúinn inniu;

agus maith dúinn ár bhfiacha

mar a mhaithimidne dár bhféichiúna féin;

agus ná lig sinn i geathú,

ach saor sinn ó olc. Amen.

Hail Holy Queen

*Hail! Holy Queen, Mother of Mercy, our life,
our sweetness and our hope. To you do we cry,
poor banished children of Eve. To you do we send
up our sighs, mourning and weeping in this
valley of tears. Turn then, O most gracious advocate,
your eyes of mercy towards us; and after this our exile,
show unto us the blessed fruit of your womb, Jesus.*

O clement! O loving ! O sweet Virgin Mary!

*Pray for us, O Holy Mother of God, that we may be
made worthy of the promises of Christ.*

Prayer to the Holy Spirit

Come Holy Spirit, fill the heart of your faithful,
and kindle in them the fire of Your Love.
Send forth Your Spirit, and they shall be created,
and You will renew the face of the earth.

Oh God, who has taught the hearts of the faithful
by the light of the Holy Spirit,
grant that by the same Spirit we may be truly wise
and ever rejoice in His consolation.

We ask this through Christ Our Lord. Amen.

MYSTERIES OF THE ROSARY

The Joyful Mysteries

The Annunciation

The Visitation

The Nativity

The Presentation

The Finding of Jesus in the Temple

The Sorrowful Mysteries

Agony in the Garden

Scourging at the Pillar

Crowning with Thorns

Carrying the Cross

Crucifixion

The Glorious Mysteries

Resurrection

Ascension

Descent of the Holy Spirit

Assumption

Coronation of the Blessed Virgin Mary

Mysteries of Light

The Baptism of Jesus in the Jordan

The Wedding of Cana

Proclamation of the Kingdom of God

Transfiguration of Jesus

Institution of the Eucharist

Prayer for Examinations

*O God help me at my examination to remember the
things that I have learned and studied.*

Help me to remember well, and to think clearly.

*Help me not to be so nervous and excited
that I will not do myself justice,
and keep me calm and clear-headed.*

Help me to try my hardest and to do my best.

This I ask for Jesus's sake. Amen.

Sé do bheatha, a Mhuire,

Atá lán de ghrásta,

tá an Tiarna leat;

is beannaithe thú idir mná

agus is beannaithe toradh do bhroinne, Íosa.

A Naomh Mhuire, a mháthair Dé,

guigh orainn, na peacaigh,

anois agus ar uair ár mbáis. Amen.

Glóir don Athair agus don Mhac

agus don Spiorad Naomh;

mar a bhí ó thús,

mar atá anois agus mar a bheas

go brách,

le saol na saol. Amen.

NOTES

WEEK BEGINNING: 25th August 2014

Subject	Homework [W: Written O: Oral]	Monday 25th August	
			Not Presented
		Tuesday 26th August	
		Wednesday 27th August	

Subject	Homework [W: Written O: Oral]	Thursday 28th August	
			Not Presented
		Friday 29th August	

(PARENT/TEACHER REMARKS)

I wish to acknowledge that I have checked and read my child's diary and comments for the week.

Parent's Signature:

Class Teacher's Signature:

WEEK BEGINNING: 1st September 2014

Subject	Homework [W: Written O: Oral]	Monday 1st September	
			Not Presented
		Tuesday 2nd September	
		Wednesday 3rd September	

WEEK BEGINNING: 8th September 2014

Subject	Homework [W: Written O: Oral]	Monday 8th September	
			Not Presented
		Tuesday 9th September	
		Wednesday 10th September	

WEEK BEGINNING: 15th September 2014

Subject	Homework [W: Written O: Oral]	Monday 15th September	
			Not Presented
		Tuesday 16th September	
		Wednesday 17th September	

WEEK BEGINNING: 22nd September 2014

Subject	Homework [W: Written O: Oral]	Monday 22nd September	
			Not Presented
		Tuesday 23rd September	
		Wednesday 24th September	

WEEK BEGINNING: 29th September 2014

Subject	Homework [W: Written O: Oral]	Monday 29th September	
			Not Presented
		Tuesday 30th September	
		Wednesday 1st October	

WEEK BEGINNING: 13th October 2014

Subject	Homework [W: Written O: Oral]	Monday 13th October	
			Not Presented
		Tuesday 14th October	
		Wednesday 15th October	

WEEK BEGINNING: 20th October 2014

Subject	Homework [W: Written O: Oral]	Monday 20th October	
			Not Presented
		Tuesday 21st October	
		Wednesday 22nd October	

WEEK BEGINNING: 27th October 2014

Subject	Homework [W: Written O: Oral]	Monday 27th October	
			Not Presented
		Tuesday 28th October	
		Wednesday 29th October	

WEEK BEGINNING: 3rd November 2014

Subject	Homework [W: Written O: Oral]	Monday 3rd November	
			Not Presented
		Tuesday 4th November	
		Wednesday 5th November	

WEEK BEGINNING: 17th November 2014

Subject	Homework [W: Written O: Oral]	Monday 17th November	
			Not Presented
		Tuesday 18th November	
		Wednesday 19th November	

WEEK BEGINNING: 24th November 2014

Subject	Homework [W: Written O: Oral]	Monday 24th November	
			Not Presented
		Tuesday 25th November	
		Wednesday 26th November	

WEEK BEGINNING: 1st December 2014

Subject	Homework [W: Written O: Oral]	Monday 1st December	
			Not Presented
		Tuesday 2nd December	
		Wednesday 3rd December	

WEEK BEGINNING: 8th December 2014

Subject	Homework [W: Written O: Oral]	Monday 8th December	
			Not Presented
		Tuesday 9th December	
		Wednesday 10th December	

WEEK BEGINNING: 15th December 2014

Subject	Homework [W: Written O: Oral]	Monday 15th December	
			Not Presented
		Tuesday 16th December	
		Wednesday 17th December	

WEEK BEGINNING: 5th January 2015

Subject	Homework [W: Written O: Oral]	Monday 5th January	
			Not Presented
		Tuesday 6th January	
		Wednesday 7th January	

WEEK BEGINNING: 12th January 2015

Subject	Homework [W: Written O: Oral]	Monday 12th January	
			Not Presented
		Tuesday 13th January	
		Wednesday 14th January	

WEEK BEGINNING: 19th January 2015

Subject	Homework [W: Written O: Oral]	Monday 19th January	
			Not Presented
		Tuesday 20th January	
		Wednesday 21st January	

WEEK BEGINNING: 26th January 2015

Subject	Homework [W: Written O: Oral]	Monday 26th January	
			Not Presented
		Tuesday 27th January	
		Wednesday 28th January	

WEEK BEGINNING: 2nd February 2015

Subject	Homework [W: Written O: Oral]	Monday 2nd February	
			Not Presented
		Tuesday 3rd February	
		Wednesday 4th February	

WEEK BEGINNING: 9th February 2015

Subject	Homework [W: Written O: Oral]	Monday 9th February	
			Not Presented
		Tuesday 10th February	
		Wednesday 11th February	

WEEK BEGINNING: 16th February 2015

Subject	Homework [W: Written O: Oral]	Monday 16th February	
			Not Presented
		Tuesday 17th February	
		Wednesday 18th February	

WEEK BEGINNING: 23rd February 2015

Subject	Homework [W: Written O: Oral]	Monday 23rd February	
			Not Presented
		Tuesday 24th February	
		Wednesday 25th February	

WEEK BEGINNING: 2nd March 2015

Subject	Homework [W: Written O: Oral]	Monday 2nd March	
			Not Presented
		Tuesday 3rd March	
		Wednesday 4th March	

WEEK BEGINNING: 9th March 2015

Subject	Homework [W: Written O: Oral]	Monday 9th March	
			Not Presented
		Tuesday 10th March	
		Wednesday 11th March	

WEEK BEGINNING: 16th March 2015

Subject	Homework [W: Written O: Oral]	Monday 16th March	
			Not Presented
		Tuesday 17th March	
		Wednesday 18th March	

WEEK BEGINNING: 23rd March 2015

Subject	Homework [W: Written O: Oral]	Monday 23rd March	
			Not Presented
		Tuesday 24th March	
		Wednesday 25th March	

Subject	Homework [W: Written O: Oral]	Thursday 26th March	
			Not Presented
		Friday 27th March	

(PARENT/TEACHER REMARKS)

I wish to acknowledge that I have checked and read my child's diary and comments for the week.

Parent's Signature:

Class Teacher's Signature:

WEEK BEGINNING: 13th April 2015

Subject	Homework [W: Written O: Oral]	Monday 13th April	
			Not Presented
		Tuesday 14th April	
		Wednesday 15th April	

WEEK BEGINNING: 20th April 2015

Subject	Homework [W: Written O: Oral]	Monday 20th April	
			Not Presented
		Tuesday 21st April	
		Wednesday 22nd April	

WEEK BEGINNING: 27th April 2015

Subject	Homework [W: Written O: Oral]	Monday 27th April	
			Not Presented
		Tuesday 28th April	
		Wednesday 29th April	

WEEK BEGINNING: 4th May 2015

Subject	Homework [W: Written O: Oral]	Monday 4th May	
			Not Presented
		Tuesday 5th May	
		Wednesday 6th May	

WEEK BEGINNING: 18th May 2015

Subject	Homework [W: Written O: Oral]	Monday 18th May	
			Not Presented
		Tuesday 19th May	
		Wednesday 20th May	

NOTES

COMMENT FORM

Student's Name: _____ Week Commencing: _____

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					
6					
7					
8					
9					

Parent: School Authority:

SYSTEM

1. Excellent work
2. Consistent good work
3. Average accomplishment
4. Poor performance
5. Behaviour improved

- NB No books, copy or equipment
 DB Disruptive behaviour
 NW Not working in class
 NH No homework, incomplete
 UA Unexcused absence
 LA Late
 NA Negative Attitude

Comments: _____

COMMENT FORM

Student's Name: _____		Week Commencing: _____				
Period	Monday	Tuesday	Wednesday	Thursday	Friday	
1						
2						
3						
4						
5						
6						
7						
8						
9						

Parent: _____	School Authority: _____
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<p>SYSTEM</p> <ol style="list-style-type: none"> 1. Excellent work 2. Consistent good work 3. Average accomplishment 4. Poor performance 5. Behaviour improved 	<p>NB No books, copy or equipment DB Disruptive behaviour NW Not working in class NH No homework, incomplete UA Unexcused absence LA Late NA Negative Attitude</p>
Comments: _____ _____ _____ _____ _____	

COMMENT FORM

Student's Name: _____ Week Commencing: _____

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					
6					
7					
8					
9					

Parent: _____ School Authority: _____

SYSTEM

1. Excellent work	NB No books, copy or equipment
2. Consistent good work	DB Disruptive behaviour
3. Average accomplishment	NW Not working in class
4. Poor performance	NH No homework, incomplete
5. Behaviour improved	UA Unexcused absence
	LA Late
	NA Negative Attitude

Comments: _____

COMMENT FORM

Student's Name: _____ Week Commencing: _____

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1					
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4					
5					
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7					
8					
9					

Parent: _____ School Authority: _____

SYSTEM

1. Excellent work	NB No books, copy or equipment
2. Consistent good work	DB Disruptive behaviour
3. Average accomplishment	NW Not working in class
4. Poor performance	NH No homework, incomplete
5. Behaviour improved	UA Unexcused absence
	LA Late
	NA Negative Attitude

Comments: _____

COMMENT FORM

Student's Name: _____ Week Commencing: _____

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8					
9					

Parent: _____ School Authority: _____

SYSTEM

1. Excellent work	NB No books, copy or equipment
2. Consistent good work	DB Disruptive behaviour
3. Average accomplishment	NW Not working in class
4. Poor performance	NH No homework, incomplete
5. Behaviour improved	UA Unexcused absence
	LA Late
	NA Negative Attitude

Comments: _____

COMMENT FORM

Student's Name: _____ Week Commencing: _____

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Parent: _____ School Authority: _____

SYSTEM

1. Excellent work
2. Consistent good work
3. Average accomplishment
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Comments: _____

COMMENT FORM

Student's Name: _____ Week Commencing: _____

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7					
8					
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Parent: _____ School Authority: _____

SYSTEM

<ol style="list-style-type: none"> 1. Excellent work 2. Consistent good work 3. Average accomplishment 4. Poor performance 5. Behaviour improved 	<p>NB No books, copy or equipment DB Disruptive behaviour NW Not working in class NH No homework, incomplete UA Unexcused absence LA Late NA Negative Attitude</p>
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Comments: _____

COMMENT FORM

Student's Name: _____ Week Commencing: _____

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Parent: _____ School Authority: _____

SYSTEM

<ol style="list-style-type: none"> 1. Excellent work 2. Consistent good work 3. Average accomplishment 4. Poor performance 5. Behaviour improved 	<p>NB No books, copy or equipment DB Disruptive behaviour NW Not working in class NH No homework, incomplete UA Unexcused absence LA Late NA Negative Attitude</p>
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Comments: _____

COMMENT FORM

Student's Name: _____ Week Commencing: _____

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Parent: _____ School Authority: _____

SYSTEM

<ol style="list-style-type: none"> 1. Excellent work 2. Consistent good work 3. Average accomplishment 4. Poor performance 5. Behaviour improved 	<p>NB No books, copy or equipment DB Disruptive behaviour NW Not working in class NH No homework, incomplete UA Unexcused absence LA Late NA Negative Attitude</p>
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Comments: _____
