



June, 2023

Dear Parents/Guardians,

PARENTAL SUPPORT

We look forward to working with you in the new academic year to ensure that together we can strive to ensure that your daughter/son achieves their best through regular attendance, effort, participation and positive behaviour.

In particular, we wish to highlight the importance of good attendance throughout the full school day as a very important factor in student achievement. Students should only arrive late or leave school early in emergency situations as even partial absence may lead to significant loss of time in the affected subject areas.

Uniform is also an area we wish to pay additional attention to in the coming year. The school uniform is an important symbol of the school, the proper wearing of which is a compulsory rule of the school. This uniform is set out below and no other attire is acceptable.

- Purple crested school jumper - available only from Hourihane Sports, Levis & Sweetnam's & Sean Murrays, Skibbereen.
- White Shirt - long sleeved
- Black Uniform Trousers / Skirt (pencil skirt) – Leggings, Yoga Pants or Jeans are not permitted
- The only shoes allowed are dark coloured, flat soled shoes.
- Trainers/ runners are unacceptable as part of the uniform.
- There is now a non-compulsory school crested jacket available to purchase from the school in September.
- PE uniform to be worn on scheduled PE day. This consists of:
 - o Black Tracksuit Bottoms
 - o Plain White Polo Shirt
 - o Crested Sports Top available in school online shop.

ADMINISTRATION COSTS.

Each student is required to pay the sum of €70 (€130 for a family of two: €180 for a family of three) as a subsidy towards the very heavy costs of resources and materials such as:

- Classroom materials (e.g. wood, metal, chemicals, gas, paint, paper, etc.)
- Software licensing
- Locker rental
- School journal
- Communications (postage, texting etc.)
- 24-hour student personal accident insurance
- Photocopying of exam papers for Christmas and Summer examinations.

Payment can be paid using our online payment system EPP which is available through the school website or by paying at the school office. This payment is due to be paid by 13/10/2023.

Principal: Mr. Anton O'Mahony
Deputy Principal's: Mr. Diarmuid O'Donnabháin & Mr. Tom Foley.



Payment methods:

An online payment system is available for payments. School payments (including Book Rental and Administration costs) may be paid this way.

The method for using this payment system is as follows:

Step 1:	Log into www.skibbereencommunityschool.ie
Step 2:	Click on Pay Now Easy Payments Plus
Step 3:	Login
Step 4:	Click on Activate to set up an account
Step 5:	Enter your mobile number and Surname
Step 6:	An activation code will be sent to your mobile phone
Step 7:	Use this code on the next screen to activate your account

Payments can also be made by cash / cheque at the school office.

SCHOOL EQUIPMENT.

The following equipment will be needed for the following subjects (if applicable). Students will be notified by individual teachers in September of copies/stationery etc. that will be needed for other subjects.

MATHS (Higher & Ordinary): Log Tables (Formulae Tables) and Geometry Set & Pencils.

CALCULATOR: Casio fx-83GT.

ART: A3 Sketch Pad, HB, 2B & 4B pencils; Rubber, topper, ruler and Pritt stick, Set of water colour pencils.

WOOD WORK: 30 and 60 degree set squares, ruler and 2H pencils.

TECHNICAL GRAPHICS: 30 and 60 degree set squares, ruler and 2H pencils.

ATTENDANCE.

On the first day of absence parents/guardians should contact the school before 8.45am. The Year Head/Deputy Principal may contact Parents/Guardians regarding unexplained absences after this time.

When the student returns to school after any absence, he/she must provide a note. This note must state clearly, the reason for and the duration of the absence and must be given to the Year Head at morning assembly.

Leaving the school during the school day

1. A student may not leave the school premises during the school day without permission from the Principal, Deputy Principal or Year Tutor or Year Head.
2. For this permission to be given, it is essential that written requests from parents/guardians on the "Request to Leave School Slip" at the back of the school journal are given to the Year Head at morning assembly.
3. In these circumstances, the parent /guardian must collect their son/daughter from the main door of the school and both the student and parent/guardian must sign the egress book. If returning to school the student must sign back in.
4. A student may not be permitted to leave school with the parent/guardian of another student without the express written permission of their own parent/guardian.
5. If in unforeseen circumstances parents/guardians need to make contact with their son/daughter or request that he/she leaves school during the school day, they should do so through the school office. (3. above also applies in this case).

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PARENT / TEACHER MEETINGS 2023/2024

1st Year PTMs will take place on 07/03/24 & 12/03/24. You will be informed closer to the date as to which date is relevant to your son/daughter

THE PROGRAMME FOR RE-OPENING IS AS FOLLOWS:

2023/2024 OPENING PROGRAMME

Monday 28th August	1st Years only	9.00 a.m. – 11.30 a.m.
Tuesday 29th August	3 rd & 6 th Years only	9.00 a.m. – 11:30 a.m.
Wednesday 30th August	1 st & 4 th Years only	9.00 a.m. – 1:10pm
Thursday 31st August	All Students	9.00 a.m. – 3:50p.m.

PLEASE NOTE: School Buses will run in accordance with these times.

2023/2024 SCHOOL CALENDAR

October 2023 mid-term break:	30 th October to 3 rd November, 2023. (inclusive)
Christmas 2023 holidays:	School closes on 22 nd December 2023 and re-opens on 5 th January, 2024
February 2024 mid-term break:	12 th February – 16 th February 2024. (inclusive)
Easter 2024 holidays:	School closes on 25 th March 2024 and re-opens on 8 th April, 2024
Other Closures:	September 29 th 2023; 5 th February 2024; 18 th March 2024 – St. Patricks Day; 6 th May, 2024.

COMMUNICATION.

- Parent/guardians can contact the school by e-mail (info@skibbereencommunityschool.ie) or by phone (02851172). Please note that the school office is closed from June 30th until August 8th, if you have urgent queries you may contact the school by email during these times.
- The school website and school app are used extensively to keep parent(s)/guardian(s) informed about school events. The school website is www.skibbereencommunityschool.ie and the school app can be downloaded from the Apple App store or Google Play. We would encourage all students, parents & guardians to avail of this effective communication tool.
- Parents/guardians are encouraged to contact the relevant school personnel (Year Head, Learning Support Co-ordinator, Guidance Department, Deputy Principal(s) as early as possible when genuine school related concerns arise regarding your daughter/son.

I hope that both you and your daughter/son have an enjoyable summer break.

Yours sincerely,

Mr. Anton O'Mahony – Principal.

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