

Dear Parent/Guardian,

I hope this message finds you well.

As we embark on the 2024/25 academic year at Salesian Secondary College, Pallaskenry, I would like to extend a warm welcome to all of our students and their families. We are particularly excited to welcome our incoming first-year students and look forward to seeing all of our returning students back in the classroom.

As we prepare for the year ahead, there are **two important updates** I would like to bring to your attention along with some **other important information**:

1. NEW – Government Book Scheme for 1st to 3rd Year Students:

We are pleased to inform you that we will be holding a Book Collection Day for First-year parents only on Monday, 26th August, from 10:00 AM to 3:00 PM and Tuesday, 27th August from 9am to 11am.

Please visit the school gym during this time, where you will meet members of our staff and receive your child's books. We have the books in a bag however they are quite heavy and we would suggest you bring a box or strong bags to carry the books to your car.

Please note that stationery will not be distributed on this day; instead, it will be provided to students by their subject teachers as they meet them in class. These books are stamped on the front cover as school property. Please return them at the end of the academic year. All books are expected to be maintained in good quality during the year by students. Replacement books by the school will not be available if books are lost during the year. There is a limit on the amount of stationery that we can provide students for the year. Please see attached rules/regulations regarding the book scheme. This agreement will appear on the school app for you to sign during the week.

Under the new book scheme, 2nd and 3rd Year students will receive any new books and stationery required for 2nd and 3rd Year on their return to school. However lost books from 1st / 2nd year that are still required for 2nd and 3rd year will not be replaced. These will have to be purchased by yourselves. Likewise, the books provided by the book scheme remain the property of the school and if a student loses them during the school year, parents will have to replace them at their own cost as they need to be returned to the school at the end of each year.

2. NEW – Students Sign-Out Procedure:

This year, we are introducing a new procedure for students signing out during school hours to ensure the highest level of child protection and welfare. From now on,

Before a student leaves school property, their parent/guardian will need to sign them out at the reception area.

Please note that this new requirement is in addition to the existing procedure of submitting a request for a student to leave early due to an appointment through the VS WARE app.

Appointments will continue to be approved by the school following the usual review process via the VSWARE app.

However, the key change is that students will not be permitted to leave campus—whether on foot or by car – without being physically signed out by a parent/guardian at reception.

When students leave without signing out, it limits our ability to ensure their safety. In the past, we have seen incidents where students left school without permission, causing significant stress and concern for both the school administration and parents. This new procedure is designed to prevent such situations and to protect all parties involved.

I understand that this is a change from past practices, but I ask for your support as we implement this new procedure. Our primary goal is to ensure the safety and welfare of your child.

Attendance:

Regular and punctual attendance for the full school day is vitally important for effective learning and social integration. Students who are late for school and class tend to disrupt the teaching and learning environment for other students.

Parents/ Guardians of students who come to school late must submit the late/absence request on the VS Ware app under the attendance section before the student comes to school. Students who arrive late must report to the school office upon arrival to be signed in otherwise they will be recorded as absent.

Other Important Information

As the start of the new academic year approaches, we would like to communicate some other important information.

- **Return to School:**

Please see return to school dates below. The school calendar has also been updated on the school app. Timetables will be distributed to students on their first day back. (Please bring a pen and notebook)

Dates for Return/Starting School are as follows;

Monday, 26th August - 3rd & 6th Year students only.

Tuesday, 27th August - 1st Year & Student Mentors only.

Wednesday, 28th August - 2nd, TY and 5th Year students only.

Thursday, 29th August - All students to attend school.

These are full school days.

School Times are as follows;

Monday, Wednesday and Friday 9.00am - 3.20pm

Tuesday & Thursday 9.00am - 4.00pm

School Office open from 8.30am - 4.30pm

- **Student not returning:**

If your son/daughter is not returning to Salesian Secondary College, please inform the school in writing or by e-mail as soon as possible.

- **Contact Details:**

It is important that the school has up to date contact details for every student. Please inform us of any changes of address or telephone number particularly mobile phone numbers as this is critical in the event of an emergency or illness. Updated details should be sent by e-mail to secretary@salesiancollege.ie

- **School Diary:**

A school homework diary will be distributed to all students on the first day of term.

- **School Uniform:**

The School Uniform is a compulsory requirement of Salesian Secondary College. Students must be in full school uniform and note that white runners/converse/ugg shoes are not permitted, neither are grey jeans, tracksuit pants or leggings. Students are expected to be well groomed, and hair must be neat, clean and tidy. Strictly no facial piercings permitted. We have our own school jackets available from O' Neills. These jackets will be the only jackets that students are permitted to wear within the school building. Jackets are available online using the following link;

<https://www.oneills.com/shop-by-team/education/colleges/salesian-secondary-college.html>

Please see Uniform Policy attached.

- **School APP**

The Salesian Unique School App is the school's main communication channel and administration processing platform for parents/guardians. It provides a single touch point where all the school's published news and information can be

quickly and instantly accessed through your phone. Many of our traditional paper-based forms have been digitised and parents/guardians must use these forms going forward as we will no longer have the processes in place to handle paper forms. These changes help us achieve GDPR compliance, reduce our carbon footprint, reduce costs and streamline our administration work.

- **Student Photography:**

Photographs of student participation in school events may be published on our School App, the school newsletter, school website, official social media accounts or local papers. If you do not wish for such photographs of your child to be published, please see consent section of the school journal, tick as appropriate and sign. Please also complete the digital consent form on the school app which will be available later in the week.

- **Medication:**

Parents/Guardians who arrange to have any type of medication held in the school for their child we wish to clarify that it is the responsibility of the parent/guardian and not the school to ensure that the medication and instructions are always in date. For students over eighteen who are responsible for their own medication and wish to have medication held in the school the same responsibility applies.

- **Mobile Phones:**

Mobile phones should not be used during class without the permission of the class teacher or between classes as this leads to serious disruption of the teaching and learning environment. Please refer to our mobile device policy on the school website. Students are not permitted to take photographs of other students or staff, record other students or staff or upload students/staff/school activities onto social network sites. There are serious disciplinary consequences should this happen.

- **Smoking/Vaping:**

State legislation requires that the school is maintained as a smoke free zone which includes school grounds and facilities. Students found smoking or vaping will incur an automatic one-day suspension Please note e-cigarettes are included in this policy.

- **Tuck Shop**

The school tuck shop will operate each day at lunch time from 1.05pm to 1.35pm. Payments can now be made by either card or cash.

- **Canteen**

The canteen will open from Monday, 26th August with Breakfast, Break and Lunchtime facilities.

- **Deputy Principals & Year Heads: 2024/25**

Deputy Principal: Mike Lavan

Deputy Principal: David Ryan

Year Group	Year Head
1 st Year	Paul Whooley
2 nd Year	Karen O'Sullivan
3 rd Year	Eilis Lavan
4 th Year (TY)	Brian Chambers
5 th Year and LCA1	Pat Windle
6 th Year and LCA2	Brian McGreal

Thank you for your continued trust and support in Salesian Secondary College. We look forward to a successful and enriching school year ahead. If you have any questions or concerns, please do not hesitate to reach out.

Warm regards,

Keith O'Rahilly

Principal