



Meánscoil Mhuire na Trócaire  
Portláirge

OUR LADY OF MERCY SECONDARY SCHOOL  
OZANAM STREET  
WATERFORD

Telephone 051 373476

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School Roll No: 64971W

RCN Number: 20148133

E-mail office@mercywaterford.com

Dear Parents/Guardians,

August 2021

I hope this letter finds you in good health and enjoying the summer holidays.

We are preparing for the return to school at the end of August. We will continue to implement all the covid-19 safety measures when we re-open (hand sanitisation, wearing of face masks, social distancing, staggered breaks etc). Like last year should any student or member of their household have symptoms of covid-19 then the student should not attend school and you should contact your GP or the HSE for advice. Parents are advised to make an appointment if they wish to come into the school.

Please find enclosed a timetable for your daughter's expected date of return to school for the academic year 2021/2022.

**School charges:** The board of management has decided that the school charge per student for the year will be €100. (Family rates are available). The €100 school charge can be paid at the school office. Please note that long queues and delays are likely during the student return-to-school period (25<sup>th</sup> August – 1<sup>st</sup> September). Students will be assigned a locker on receipt of the school charge. Thank you to all parents/guardians who have already paid the school charge.

**Uniform:** I wish to remind you of the importance of your daughter having the full and proper school uniform on her return to school and throughout the year. No variations on this uniform will be accepted. The Mercy regards the uniform as an important requirement for all students and it is expected that this rule will be obeyed. All students are expected to be in full school uniform. The student must present a written note of explanation if she attends school without the full uniform.

A reminder that our school uniform consists of: School kilt/trousers or navy pants, school jumper, white shirt, flat black or navy shoes and plain navy tights or socks. Runners are not acceptable instead of shoes at any time. Leggings/tracksuit ends are not acceptable instead of school trousers or pants. Facial jewellery (e.g. nose studs) must not be worn in school. Please note: head scarves, if worn, must be blue, black, navy or white in colour.

**Mobile phones:** The use of mobile phones on the school premises and grounds is forbidden. Any mobile phone which is used will be confiscated for 2 full school days and may not be collected by a parent or guardian. Mobile phones may only be used in lessons, for teaching and learning purposes, with the permission of the teacher.

If any student feels unwell during school hours she should speak to her teacher who will contact you via the school office phonenumber as necessary. If you need to contact you daughter urgently during school hours you should phone the school office. Contacting via mobile phone during school time disrupts the teaching and learning environment and can lead to the confiscation of the student's mobile phone.

**School opening times:** The school will open to receive students at 8:15am. No responsibility is accepted for students arriving before that time. First class will begin at 8:55am each day. No students

Principal: Mary Meade

Deputy Principal: John Brennan

should arrive later than 8:50am. Classes will finish at 3:50pm each day except on Fridays when we will finish at 1:10pm.

I ask you to remind your daughter that punctuality is necessary for the smooth running of the school. Students should be in class at **8:55am and 1:10pm** for a prompt start to lessons. It is also extremely important for students to get to class on time throughout the day. Parents must provide their daughter with a note in the homework diary/journal to explain any absence or lateness to class.

We remind all students that it is forbidden to leave the school premises at any time without permission during school hours or at morning break time.

Students must vacate the school premises promptly at the end of the school day. Only those students who are involved in a supervised after school activity (e.g. evening study etc.) may remain on the premises after 4:00 pm.

We know that there is a connection between student school attendance, engagement and wellbeing. Students who attend school regularly feel a sense of belonging to the school community and realise that good attendance at each lesson is important to achieve success in education. As parents you have a major influence on your daughter(s) attitude to attendance and engagement with school. I ask you to work with us to encourage your daughter(s) to attend school every day, to engage in every lesson to the best of her ability and to participate in extra-curricular activities to help promote her wellbeing. I remind you that full attendance each school day is expected from all students and any absence must be explained by presenting a written note to your daughter's teacher following her absence. I would ask parents, if at all possible, not to take family holidays during school term time.

The canteen will continue to operate along the same lines as last year. We ask parents to encourage the practice of healthy eating and, in particular, to discourage the consumption of fast food and fizzy drinks. Please note that all 1<sup>st</sup> year students must remain on school premises at lunchtime. We would advise parents to provide students with a packed lunch. Students must take responsibility for their rubbish i.e. bring it home with them or put their rubbish in the correct bin (e.g. green, black).

I wish to acknowledge the excellent behaviour of the vast majority of our students which we recognise during the year in various ways e.g. at awards ceremonies, assemblies etc. Co-operation from all students is expected at all times in our school and any breach of the school rules will be dealt with according to the school's code of behaviour and where necessary, sanctions for breach of school rules or lack of co-operation from any student will be imposed. Recently, we introduced a points system for breaches of our code of behaviour. We hope that this system assists students to better understand our expectations of them and help them to regulate their own behaviour accordingly.

Over the coming weeks/months our teachers may organise various activities/events where possible, in line with covid-19 regulations, for our students. I hope your daughter participates in these extra-curricular activities. Such participation adds to your daughter's personal development here at the Mercy while supporting her to achieve her full potential.

For effective communication between parents and school and good organisation for your daughter, she once again will receive a hardback "daily homework journal". Our school's code of behaviour is in this journal. At assemblies, students will be furnished with journals and their class timetable 2021/2022. Please note that each journal costs €10 and is only available from the school.

I hope you will encourage your daughter to work towards achieving her full potential at the Mercy. All students are advised to set realistic goals and to construct a workable study/homework timetable.

I would like to congratulate all our teachers and students on the excellent work completed throughout 2020/2021 which was a particularly challenging year. Please God this coming school year will see a return to more normal routines.

Once again, all the best for 2021/2022 and I would appreciate if you could take your daughter through the contents of this letter to ensure full co-operation by all students in the provision of a smooth, organised learning environment for your daughter.

Yours sincerely,

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Mary Meade  
Principal

### **2021/2022 Return timetable for students (subject to change at short notice)**

On Thursday 26<sup>th</sup> August the following students will attend:

- 2<sup>nd</sup> year students: assembly 11.15 – 12.30 in PE Hall

On Friday 27<sup>th</sup> August the following students will attend:

- 1<sup>st</sup> year students: induction 8.55 – 12.00 in PE Hall

On Monday 30<sup>th</sup> August the following students will attend:

- 5<sup>th</sup> year students: assembly 8.55 – 10.30 in PE Hall
- 3<sup>rd</sup> year students: assembly 11.15 – 12.30 in PE Hall
- TY students: assembly 11.15 – 12.30 in GPA

On Tuesday 31<sup>st</sup> August the following students will attend:

- 08.55 – 10.30 6<sup>th</sup> year registration in PE Hall

On Wednesday 1<sup>st</sup> September:

- Full classes for all year groups commence at 8.55am

### **Text Service**

The school uses a text messaging service to notify parents of absences and other general information. If you do not receive a text message from us on Wednesday 25<sup>th</sup> August please contact the main office to update your mobile phone information.

## Structure of school day and week 2021/2022

### Junior school (1<sup>st</sup> – 3<sup>rd</sup> year)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.55 – 9.35					
9.35 – 10.15					
10.15 – 10.55					
10.55 – 11.10	BREAK	BREAK	BREAK	BREAK	BREAK
11.10 – 11.50					
11.50 – 12.30					
12.30 – 1.10	LUNCH	LUNCH	LUNCH	LUNCH	
1.10 – 1.50					
1.50 – 2.30					
2.30 – 3.10					
3.10 – 3.50					

### Senior school (TY – 6<sup>th</sup> year)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.55 – 9.35					
9.35 – 10.15					
10.15 – 10.30	BREAK	BREAK	BREAK	BREAK	BREAK
10.30 – 11.10					
11.10 – 11.50					
11.50 – 12.30					
12.30 – 1.10					
1.10 – 1.50	LUNCH	LUNCH	LUNCH	LUNCH	
1.50 – 2.30					
2.30 – 3.10					
3.10 – 3.50					