

5th September 2024

Dear Parents/Guardians,

I am delighted that your son(s)/daughter(s) are settling in well at school. Students have engaged with the induction programme and work is progressing right across the curriculum. I wish to take this opportunity to draw your attention to the following:

Access to the School - A reminder of how we access our school during the school day:

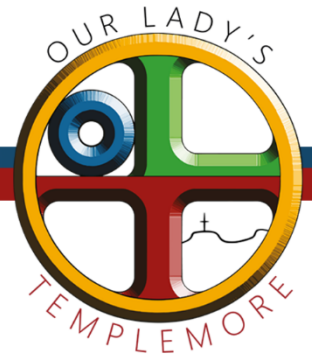
Students are free to enter the school from Church Avenue (Main Entrance) and Main Street (Back Entrance) before 8.50 a.m. In the evening students can leave through either entrances. *The Main Street (Back Entrance) gate will be closed at 8.50 a.m. daily for the duration of the school day, with the exception of pedestrian access for senior students at lunchtime.* All Parents/Guardians and visitors to the school must access the school from Church Avenue (Main Entrance) and report to the main office. Students arriving or leaving school during the school day must access the school from Church Avenue (Main Entrance) only.

School Canteen/Tuck Shop

As you know, we moved to a cashless system in 2021 due to the closure of the Bank of Ireland (Templemore Branch). Some alterations to the system have again been required this year and there have been a number of issues which have now been resolved. Please remind your son/daughter to order their food online from 4pm on the previous day up to 9 a.m. on the school day in question. All students purchasing food or confectionary in the canteen/tuck shop will require a fob for payment. Please log on to the school website to find the link and follow the instructions, topping up and using the system.

Mobile Phones

The Minister for Education has written to schools (28th August) instructing Boards of Management in implementing a ban on the use of mobile phones during the school day. At Our Lady's our school policy will need to be updated to implement this policy change. Over the coming week we will be communicating with Students/Parents-Guardians and Teachers to chart a way forward to update and implement the school policy around mobile phones.



Communication with parents/guardians

We will continue to communicate with parents/guardians using the school text messaging system and the VShare App. Letters will be available on the school website in the “Information for parents/guardians” tab and will be sent on a text message or VS app notification with a link. Please contact the school secretary to arrange meetings with teachers, yearheads, guidance counsellor or deputy principal/principal as required.

VS Ware (Student Administration System)

Log in details for VS Ware remain the same as last year. Student reports will be uploaded to the system throughout the school year and parents/guardians will receive a text message or a notification on the App to alert them to new information on the system. Fee requests have been added for all year groups. Timetables and behaviours have been released to parents/guardians. Parents/guardians will also have access to your son/daughter attendance record for classes. Please see the section below on attendance. Parents/guardians of incoming first years and new students have received a text message with a link to VS Ware. Parents/Guardians are invited to click on the link, download the VShare app and register for access to VS Ware.

School Journal & School Attendance

Students are reminded to enter all homework assignments in the school journal. Please review the journal regularly and assist your son/daughter in organising books and equipment required for the next day. If your son/daughter is absent from school, you can provide a written note on the journal. Alternatively, you can now use the VShare app to monitor your son/daughter attendance and provide an explanation for absence from school. If your son/daughter needs to leave school during the school day, please provide a note in the blue section of the journal. The note can be given to the Deputy Principal/Principal and a record will be entered on VS Ware. Alternatively, you can provide an explanation for you son/daughter leaving school on the VShare App. Please see the instructions at the end of this letter.

Further details on school attendance can be accessed on page 8 of the student journal and there is a legal obligation on parents/guardians to explain all school absences. We encourage attendance at school for the full school day. Routine dental and medical appointments should be arranged outside school hours.



Administration

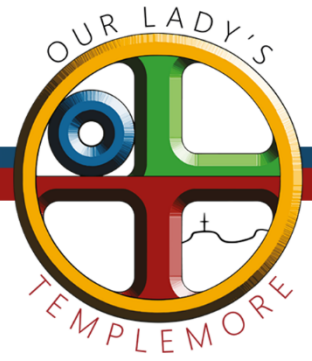
Please return insurance forms to the school secretary. Online payments must be supported by the written application form to activate the insurance. Please bring changes in phone numbers, address etc to the attention of the school throughout the year. I remind parents/guardians of the school finance contribution of €100 (for one student) or €150 for a family. This is a flexible payment on the VS Ware system. Please set the amount which you wish to pay. We welcome payments by instalments.

School Uniform & Jackets

Thank you to parents/guardians for sending your son/daughter back to school in full school uniform. Please ensure adherence to the school uniform policy (see page 8/9 of the school journal) in the weeks and months ahead. Parents/guardians of students who present out of uniform will be contacted and invited to supply the missing garments. We want all our students to wear the school uniform with pride. We continue to maintain our O'Neill's Shop for the provision of school jackets and other items. All items in the shop have been approved for school. Only school crested Jackets will be permitted for use in school. These can be purchased in Grey's Templemore or in the O'Neill's online shop.

Toilets and Toilet Permission

The provision of safe comfortable toilet facilities has been an ongoing challenge for our school community. Parents/Guardians are reminded that students should use toilets in the morning, at breaktime and lunchtime. Generally, students should not be requesting toilet permission during class, however if an emergency arises, we have procedures in place to allow student access to toilets during class. If your son/daughter has any medical condition which requires frequent access to toilet facilities, please inform us if you have not previously done so.



Teaching and Learning

All students have a school email address and access to MS Teams. A Team/Class Notebook has been set up for all subjects. Students are reminded to log on to MS Teams regularly to access homework assignments and resources. Parents/guardians should familiarise themselves with this platform and support students where possible.

If a student is absent, he/she where possible should continue to study course work and complete homework assignments where possible. Parents/guardians of students who do not have an Lenovo Device/Ipad are reminded of the importance of the student having access to a device (computer, laptop or tablet) in order to facilitate the continuation of learning and completion of schoolwork.

Supervised Study

Study commenced on Monday 2nd of September, Monday to Thursday 4 p.m. to 6 p.m. and Friday 2 p.m. to 4 p.m. Should your son/daughter wish to avail of supervised study, please contact the school office

I take this opportunity to congratulate students on making the transition back to school and I wish our students and their families a safe, healthy, and successful year ahead.

Yours sincerely,

Principal

Deputy Principal

.../submit attendance on vsware



Submit Attendance on the VS ware App Information for Parents/Guardians

1. Open the VSware app and tap on your son/daughter profile
2. Tap on attendance.
3. Select 'Submit Absence'
4. Select 'Single Date or Multi Date'
5. Select 'Full Day or Partial Day'
6. Enter the detail of the Absence request and submit
7. When approved you will receive a notification

