

June 2024.

Dear Parent(s) / Guardian(s),

I hope that you and you families are well and that you get to enjoy the summer holidays. I would like to welcome you all into our school community, a special welcome to parents who have students starting with us for the first time. We here in Killina look forward to the new school year and welcoming our new students. Starting secondary school is an anxious time for parents and students, we promise to do our best to ensure that this important transition is as smooth as possible.

Outlined in this letter is some necessary information regarding arrangements for return to school (this correspondence and other relevant information is also available from the parent's section of the school website) [www.killinaschool.ie](http://www.killinaschool.ie).

**Timings of the school day:**

School commences each day at 8.45 Monday to Friday, School finishes at 3.35 Monday to Thursday and finishes at the earlier time of 1.00 on Fridays. Students are expected to be punctual and in attendance each day; if a student arrives late then they must sign in at the office. Any student leaving the school must be signed out at the office by a parent/ guardian before they leave.

**School re-opening arrangements:**

- New First year students on Monday 26<sup>th</sup> August.
- Sixth Year and Third Year students return on Tuesday 27<sup>th</sup> August.
- Current 4<sup>th</sup> year, Nagle class students return on Tuesday 27<sup>th</sup> August
- Transition year, Fifth Year, and second years return on Wednesday 28<sup>th</sup> August
- New students in special classes return on Wednesday 28<sup>th</sup> August.

The school Calendar is available for download/ viewing on the school website [www.killinaschool.ie](http://www.killinaschool.ie) (Parents section). The dates of parent teacher meetings are available there also.

**Books:**

Textbooks will be provided through the Departments book scheme for junior cycle students. The success of this scheme relies on students taking care of books and ensuring that they are returned in full and in good condition. The school will be spot checking books and may not be in a place to replace any lost or damaged books. A school journal will also be supplied to students through the scheme.

**Uniform:**

The uniform as prescribed in the schools Code of Behaviour (available at [killinaschool.ie](http://killinaschool.ie)) can be purchased from a number of outlets. It is important that all students wear a pair of plain black/navy leather shoes, runners or canvas shoes are not acceptable. All school jumpers must now have the new crest. All students must wear the full school uniform – see: Dress Code and the schools Code of Behaviour.

**Lunch:**

A lunch service is provided in the school including hot meals, should students wish to avail of it. Alternatively, students are free to bring in a packed lunch. As always, it is important to ensure that lunches are healthy. We have completed a lot of work on this area in the past year and will continue to promote the area of healthy eating.

**Mentors:**

A number of 6th year students have been selected to act as Mentors to 1st year students. The role of the mentor is pastoral and will greatly assist your son/daughter in the transition to secondary school

### **School Fees:**

Parents are required to make payment for all school fees before the commencement of the school year, the costs are outlined overleaf. Payments must be made through the online payment portal the link available on the home page of [www.killinaschool.ie](http://www.killinaschool.ie) . Instructions on how the E-Payments port are available from the school website. If you have any queries, contact the school office.

Admin fee	€50 (this includes: photocopying, postage and other admin expenses).
Pupil, 24/7 Insurance	€10 (See the website for details of the scheme)
School locker	€15. (Lockers must be kept locked at all times, replaced locks cost €20).
Voluntary Subscription	€50. (With increasing costs in running the school we are asking parents to make a voluntary payment) This payment while voluntary helps greatly in the upkeep and development of facilities in the school.

- The school has in place an electronic payments facility. All payments must be made through this portal. (link available at the bottom of the school website). If you have any queries in relation to the e-payments portal please contact the school office.

If you have any concern in relation to financial matters, then please contact me in the school in confidence to discuss the matter.

### **Mobile phones**

- Mobile phones are not allowed in school; they are unnecessary in the school context. Students may be given permission to use a school phone, if needed. Equally, if parents/guardians need to give an urgent message to a student this can be done by contacting the main office.

### **School Environment**

- I would ask all students to respect the very pleasant and litter free school environment and to help maintain the school campus during the coming year and promote the Green Flag.

### **Parental App**

- The VSware parental app is the primary method of communication between school and home.
- All parents are asked to download the VSware Parental App. Instructions on how to do this and what the App is for can be found on the school website, Parental section <https://killinaschool.ie/parents-section/cao-2>
- The App is the school's way of keeping you informed, it allows you to monitor your child's progress and attendance. Term reports are made available through the app. It must be used to explain absences and make absence requests.
- You will need to download the app to stay informed

If you have any queries in relation to the VSware Parental App, please contact the school office.

### **Attendance and Punctuality**

- Students should be present and punctual for each school day. Students arriving late must sign in at the front office. Students leaving early must be signed out at the front office. Please avoid collecting students early. Parents must arrange to collect students at break or lunchtime. Please organise medical appointments where possible after school hours.
- Full and regular attendance is central to your child's learning. You are expected to monitor this carefully through the VSware App and explain the absence through the App.

### **School Journal**

- Parents should check and sign the school journal at the end of each week. It is important to check that homework is recorded and completed. Further, the journal is used to record positive

contributions of students, notes home, lates, failure to complete homework and uniform breaches. School journals may be inspected at any time and must be free from graffiti.

The school office will be closed from the end of June until the second week of August. Should you need to make contact with us, contact can be made by e-mailing. **office@killinaschool.ie**

Finally, I hope that all students and their families have an enjoyable summer and I look forward to meeting students on their return to school.

Yours sincerely,  
John Cotter,  
Principal