



KILLINA PRESENTATION SECONDARY SCHOOL

June 2019.

Rahan, Tullamore, Co. Offaly.

Dear Parent(s) / Guardian(s),

I hope that you are enjoying your summer holidays and that this letter finds you well. We here in Killina look forward to the new school year and welcoming all students back to school. Outlined in this letter is some necessary information regarding arrangements for return to school. Transition Year students return to school on Wednesday 28th August.

Transition Year students have been offered a place provisionally and the contract that they will sign before commencement of the school year places responsibility on students to adhere to the Transition Year Programme. Should a student fail to comply with Transition Year Programme, the student may be placed in fifth year at the school's discretion.

School Fees:

The total cost of TY is €540. A deposit of €270 has already been paid to secure a place on the programme.

One further instalment of €270 is due in September, on their return to school. The cost of TY covers various programmes, day trips, buses etc.

In addition to this, there are other associated costs

Admin fee	€50 (this includes: photocopying, postage and other admin expenses).
School Journal	€15 (lost journals are replaced at a cost of €20)
Pupil, 24/7 Insurance	€10 (See the website for details of the scheme)
Voluntary Subscription	€50. (With increasing costs in running the school from academic year 2019 we are now asking parents make a voluntary payment)

This year we are organising an electronic payments facility. Details will be communicated over the Summer, We strongly recommend that parents avail of the e-payment facility. We must have your correct mobile phone number on our database for this to happen. If you have not been receiving texts from the school then contact the school office to check that we have you correct number.

Where a parents wants to make a cash/ cheque payment you should call to the school between 9.30 and 13.00 on Monday 19th August.

Assessment:

Portfolio assessment will form a significant part of TY assessment. Students will engage in continuous assessment and be encouraged to keep a portfolio of all work completed for assessment at the end of year.

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. Attendance is vital in TY and this includes both curricular and extra-curricular activities. In order, for students to benefit from the TY Programme participation and engagement in all activities is essential. Students will not be credited in all modules if they do not have sufficient attendance. Students who's attendance **drops below 90%** will be deemed not to have fully participated and will not receive the necessary certification.

School Journal:

TY students have been given a specific journal to record activities, guest speakers, projects and other areas of involvement. Entries in the school journal must be completed daily and may be inspected at any time. Parents should 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. The journal also includes notes home, lates, failure to complete homework and uniform breaches. School journals may be inspected at any time and must be free from graffiti.

Work Experience:

Please note that all students have been given a work experience pack and this is to be referred to regularly before, during and after work placement.

TY is an exciting year with lots of opportunities and students who put in effort and commitment to the programme will certainly benefit greatly.

Uniform:

The uniform as prescribed in the schools code of behaviour (available at killinaschool.ie) can be purchased from a number of outlets (see separate note enclosed) It is important that students wear a pair of plain black/navy leather shoes, runners or canvas shoes are not acceptable. All students must wear the full school uniform – see enclosed sheet re: Dress Code.

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.

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.

The school office will be closed during July and during the first week of August. Should you need to make contact with us, contact can be made by e-mailing. **killina.ias@eircom.net**

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