



KILLINA PRESENTATION SECONDARY SCHOOL  
Rahan, Tullamore, Co. Offaly

June 2020.

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, particularly our new first year students. Outlined in this letter is some necessary information regarding arrangements for return to school. I'm sure you will appreciate that the plan is based on normal school reopening. COVID19 and public health advice may mean changes to this plan.

**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, if a student arrives late then they must sign in at the office.

**School re-opening arrangements:**

- First and third year students on Monday 31<sup>st</sup> August.
- Sixth Year and Second Year students return on Tuesday 1<sup>st</sup> September.
- Fifth Year and Transition Year students return on Wednesday 2<sup>nd</sup> September.

The school Calendar is available for viewing on the school website [www.killinaschool.ie](http://www.killinaschool.ie) (Parents section).

**Books:**

Books can be provided in school next September through the book rental scheme, and you may wish to avail of this service. Alternatively, books may be purchased; booklists are available from the School Website [killinaschool.ie](http://killinaschool.ie). If you wish to avail of Book Rental, payment will be required before commencement of the school year. Books will only be provided to those students for whom payment has been received. If you have previously been part of the book rental scheme and do not renew membership of the scheme, book rental books previously supplied must be returned at the beginning of the school year. The success of the scheme relies on students taking care of books and ensuring that they are returned in full and in good condition. If interested in partaking in the scheme, please sign the enclosed form and return with payment on the relevant date as listed below.

**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 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.

**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:

Book rental	€120 (where a parent is unable to make payment and wants to avail of book rental, they can request financial support, see the school website for an application form)
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)
School locker	€10. (Lockers must be kept locked at all times, replaced locks cost €20).
Voluntary Subscription	€50. (With increasing costs in running the school, we are now asking parents make a voluntary payment)

- Payments should be made online via an electronic payments facility (link at the bottom of the school website)

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.

**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.

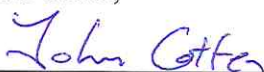
**School Journal**

- 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 19<sup>th</sup> June until the first week of August. Should you need to make contact with us, contact can be made by e-mailing. [office@killinaschool.ie](mailto: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