



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 to school. Outlined in this letter is some necessary information regarding arrangements for return to school. Transition Year students return to school on Wednesday 2<sup>nd</sup> September. These arrangements may change as a result of the current health emergency; any changes will be communicated to you. We plan to deliver the programme in full, this may require events to be timetabled differently, with events happening later in the year as the restrictions and health emergency eases.

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 asking parents make this payment)

Payments should be made via the electronic payments facility. (Link available from the bottom of the school website)

**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

### **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. The arrangements for work experience will be finalised later in the summer, it may be necessary for work experience to take place in two blocks of two weeks rather than the one day a week as has happened previously.

### **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 (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 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