



SANCTA MARIA COLLEGE, LOUISBURGH, CO. MAYO
MEAN SCOIL SANCTA MARIA, CLUAIN CEARBÁN, CO. MHAIGH EO

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18 August 2022

Dear Parent/Guardian

We are very much looking forward to welcoming your son/daughter back to school, or to Sancta Maria College for the first time. To ensure that students arrive back to school ready for the school year we would ask that you go through the detail of this letter with your child. The timeline for the opening days is included in this letter along with important information to help make getting back to the routine of school as easy as possible.

School begins for **First year Students** on Monday 29th August. Your son/daughter will be involved in a Welcome and Induction Programme and will only need a pen and packed lunch during the first few days. First Year students will be in school for **half days** on **Monday 29th August, Tuesday 30th August and Wednesday 31st August**. The opening and closing times on these days are as follows:

School begins at **8.50am on Monday 29th August, Tuesday 30th August and Wednesday 31st August and closes at 1pm**. First year students will not be at school on Thursday 1st or Friday 2nd. They will return to school full time on Monday 5th September.

From Thursday 1st September school will end at the normal time (Details included at the end of this letter)

School begins for **2nd and 5th years only** on **Thursday 1st September**. 2nd and 5th year students will not attend school on Friday 2nd of September.

School begins for **3rd and 6th year students** on **Friday September 2nd**.

All students, including Transition Year, will be in school on the 5th of September.

Maintaining the highest possible standards in terms of uniform is very important to us – if we look after the little things the big things will follow. We ask your support in this. A reminder of the school uniform rules are outlined below:

- Students should come to school every day in full uniform. Students must wear a school jacket – no other jacket is allowed. The full school uniform is a white long sleeve shirt, turquoise crested jumper, grey trousers or skirt, black socks and all black shoes. If you have purchased a crested PE uniform your child can wear this for the day of PE (this must be the full tracksuit and not only the top). If you do not have a crested PE uniform students can change for PE class into a Grey tracksuit bottoms (not leggings) and a white t-shirt. The school jumper can be purchased in John O'Brien's in Westport or online at <https://www.theschoolwearcentre.ie/>. The school Jacket and PE uniform can also be purchased through The School Wear Centre. Uniforms that have already been ordered at the school pop up shop in May will arrive in the school on August 24th. Please ring the school to confirm delivery before arriving to collect.
- Students are not allowed to wear any makeup to school. Students can wear small stud earrings and a watch. Students may not have any other facial piercings and no visible tattoos. Students are not allowed to wear nail varnish, for health and safety reasons long acrylic nails are not allowed. Hair should be a natural colour and hair accessories must be discreet and match the school uniform. No hair shaving designs are allowed.
- Students may no longer leave the school grounds at first break. This break has been shortened to 10 minutes. Students should bring a snack and some water. It is hoped that the Transition Year students will run a tuck shop at both first and second break.
- All students are issued with a VSware password. Please keep this password safe. Should this password need to be reissued a €1 admin charge will apply.
- All students must pay an administration fee for attendance at Sancta Maria College of €100 for one child, €150 for two children and €200 for three or more children. This will contribute towards the cost of the journal, student insurance cover, text messaging system to parents, parents evening booking system, photocopying, postage and printing of various correspondence and some aspects of the co-curricular and extra-curricular programme. Our new First year parents paid this contribution when they accepted their place in March so no further payment is required for those students.

A reminder of the school opening and closing times are outlined below. Please ensure that your child arrives at school in good time each morning.

Monday to Thursday school begins at 8.50am and ends at 3.40pm.

Friday school begins at 8.50am and ends at 1pm.

Break times are 10.50am to 11am and 1pm to 1.40pm.

Ms Finola Foy is in charge of attendance and punctuality. The school doors will close at 8.50am and latecomers will have to be signed in as late. If students are late three times in a half term, they will have a lunchtime detention. If there is a reason for your child coming to school late please sign a late note in their journal. If your child is absent from school for a

day or part of a day, please contact Ms. Foy at finolafoy@sanctamaria.ie with an explanation. We are required, by law, to make returns on absenteeism to Tusla.

The school calendar is also available on the school website and we will try to maintain these dates as far as possible. We will notify you at the earliest opportunity should there be a change to these dates.

We are all looking forward to a good year in Sancta Maria College and we look forward to working closely with you. Should you have any queries about the content of this letter please do not hesitate to contact us at the school.

Every good wish

Dr. Áine Moran
Principal

Mr. Michael Davitt
Deputy Principal