

Meánscoil Mhuire,
Béal an Mhuirthead
Co. Mhaigh Eo
F26 RH50
Teil: (097) 81157
Ríomhphost: info@ourladysbelmullet.ie
www: olssbelmullet.com



Our Lady's Secondary
School
Belmullet
Co. Mayo
F26 RH50
Tel: (097) 81157
E mail: info@ourladysbelmullet.ie
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Our Lady's Secondary School Information for LCA Parents 2023 - 2024

Dear Parent / Guardian,

We hope that you have a very enjoyable summer over the coming months . As we look towards another successful school year, we would like to provide you with the following important information regarding your child's education for the coming year.

You will find enclosed a provisional calendar for the new academic school year. In the calendar, you will find key dates such as school holidays, parent-teacher meetings, house exams, and other events. Some of the dates of the events included in the calendar may need to be changed depending on Public Health guidelines and advice, and we will keep you informed of any changes throughout the year.

LCA 1 is the first year of the two-year Leaving Certificate Applied programme. The students will gain credits for key assignments throughout the year and will complete task exams in January and May. Good attendance is essential to successful completion of the LCA Programme.

A new school uniform Jumper was introduced from last September which will gradually replace the existing one. The existing jumper can still be used by students until parents feel the need to replace it the with the new one. Please note that the new Jumper is only available to be ordered from the school website olssbelmullet.com. Instructions on how to order are included at the back of this document.

At the beginning of the school year we kindly ask you to pay a €50.00 Admin fee to cover the following expenses for your child: 24hr Pupil Personal Accident Insurance, School Journal, general administration, and photocopying, etc. T. We fully appreciate that August can be an expensive time of year for parents and if you require alternative arrangements, please do not hesitate to contact us.

LCA 1 students will return to school on Thursday 31st August. We hope that you will find this information helpful, however and I would like to wish you and your family the best for 2023 -2024 school year, we look forward to working with you in supporting your child's education for the coming year.

Is mise le meas,

Edmund Holmes, Principal

Leaving Certificate Applied Programme information

Timetable:

In school: Monday, Wednesday, Thursday and Friday
Work Experience takes place on Tuesday (Weekly) .

Programme Sessions:

The LCA programme is comprised of 4 sessions over the 2 years

LCA1	Session 1: 31st August 2023 - 26th January 2024 Session 2: 29th January 2024 - 24th May 2024
LCA 2	Session 3: August 2024 - 24th January 2025 Session 4: 27th January 2025 - 22nd May 2025

Ongoing Credit Collection (No final exam) for the following subjects:

- Craft and Design
- Religion
- Vocational Preparation and Guidance VPG
- Leisure and Recreation

Tasks Projects:

Tasks are to be completed in Social Education, ICT, Graphics and Construction, Vocational Preparation and Guidance (VPG) and Leisure and Recreation over 4 sessions (these will be examined by way of interview - a 10 minute talk with an external SEC Examiner in January and May)

Final Examinations:

Final exams will take place in June 25 in the following subjects :

- English and Communications
- Mathematical Applications
- Irish (5th Year only)
- Spanish (6th Year only)
- Social Education
- ICT
- Graphics and Construction

General School Information

What to do if?

Your son/daughter has to leave school early for an appointment.

A parent should ring the school secretary and/or send an email to info@ourladysbelmullet.ie indicating the nature of and time of the appointment. Also identify the name of the person who will be signing the student out from the office.

Before the student leaves the school a Parent or Guardian must sign a Record book in the office.

Please note that, it is essential that the student is collected by a parent or guardian from the school as under Health and Safety and Child Protection, the school cannot allow a student to leave the school with a person other than a parent or a guardian.

Any incident of a student leaving the school premises without having gone through the correct procedures will be treated as a serious breach of the Code of Behaviour.

You need to make contact with your son/daughter.

We kindly ask you not to communicate with your child through their mobile phone during the school day. This is to minimise disruption in classes for teachers and students. Please call the school office (097 81157) and your child will call you back from the office phone.

Your child becomes ill during the school day.

If your child becomes ill during the day, they should present themselves to the office and a member of staff will contact you to decide on the best course of action. **We kindly request that you do not accept calls or texts directly from your child on their own phone to leave school due to illness**, because often this can be done without school staff being aware of it. Should you receive such a request, we ask that you ring the office and check out the situation before you make the journey to collect the student. This is essential as it enables us to keep the Attendance records as accurate as possible.

School emails & Parents emails. Communication with parents.

All students are given a school based email account. This allows notes and classwork to be shared with the students by the teachers in Google Classroom. Only the student's school based email account can be used for school purposes.

For Parents, a school based email account can be set up also if one is required. However, if preferred, a parent's personal email account can be used to communicate with the school.

Parents can request access to their student's Google classroom account by sending an email to info@ourladysbelmullet.ie

The school will sometimes communicate with parents through text sms and/or email.

Please inform the school office if your phone number or email has changed from the one on file.

Appointments with teachers:

Parents are always welcome to meet any of the school's teaching staff in order to discuss a pupil's progress or to discuss a problem that may have arisen. Parent Teacher meetings will be held for all year groups. Parents who wish to see the Principal, Deputy Principal or Year Head are requested to telephone for an appointment (097) 81157. Only in exceptional circumstances will it be possible to see parents without prior notice.

Principal	Mr. Edmund Holmes
Deputy Principal	Ms. Geraldine Walsh
Guidance Counsellor	Mr. John Reilly
SEN Co-Ordinator	Mr. Vincent Monaghan
Programmes Coordinator	Ms. Hanoria Hough
Home School Community Liaison	Ms. Edwina Mangan
Year Head: 1st and 2nd Year	Ms. Alison Carey
Year Head: 3rd and 4th Year	Ms. Katie Healy
Year Head: 5th and 6th Year	Ms. Holly McAndrew

Anticipated Costs for 5th Year LCA:

In order to help parents to budget for the costs of your child's needs in 5th year, we are providing you with a list of expected expenses during the year. Should you wish to make alternative payment arrangements, please contact the Principal and we will happily accommodate you.

Approximate Amount	For / Description	Period due
€50.00	Admin fee.	Sept / beginning of year.
€20.00 per term	Evening study (optional)	Sept, Jan, April
€3.00	Away games requiring a bus	Ongoing. Usually about 10 per year

Please note. Sometimes there may be class arranged activities that a student requires funds for such as, school trips that require bus fees. Usually the cost is between €10 and €20. Should this happen, you will be given prior notification and the full details of the activity will be provided on a permission slip to be signed by you. **Your child should not be requesting money from you for school activities that you have not been made aware of by the school. If you need any clarification, please contact the school.**

Lunches:

Since the school entered into DEIS, every student receives a **free lunch** each day provided by a company called Fresh Today. Students will receive snacks and fruit at the morning break and a hot meal in the afternoon break.

Student Journal:

The student Journal is the primary means of regular communication between the school and home. Students use their journal for the following:

- Keeping a diary of their homework and/or work done in class.
- Providing notes to explain absence or reasons for leaving the school.
- Allowing parents to communicate with the teachers or the school.
- Informing themselves of the Code of Behaviour policy.
- It contains the school calendar and key dates.

Parents are asked to familiarise themselves with, check and sign the student's journal each weekend.

Homework:

Homework is the practice of learning, reading over what has been learned in class and the reinforcement of this information. It may take the form of reading, written exercises, research or other as informed by the relevant teacher. Typically, LCA students should spend approximately 1:00 hrs each night doing homework.

Uniform:

The school uniform is used to promote a sense of identity and unity among students and prevent competition in dress. It is important that students adhere to the uniform code.

The ***School Uniform is:***

- Grey Trousers. Skirt optional for girls
- White Blouse/Shirt or White Polo Shirt.
- School Jumper with crest or school sweatshirt
- Black shoes or black runners

- School trousers and shirts/polo shirts are available to purchase from McAndrew's Drapers, Belmullet.
- School sweatshirt is available to purchase from the online shop (details of which can be found on www.olssbelmullet.com)

It is advisable to have your child's name written on the tag of their school jumper.

Physical Education (PE) is a mandatory subject in the school and is part of the Wellbeing programme designed by the Department of Education and Skills. We ask that you respect this and that your son/daughter brings the correct clothes in which to do their PE lessons.

Mobile Phone Use:

While students are allowed to carry mobile phones in the school, **they must be turned off between the start of the first and the end of the ninth class period.** Students who repeatedly infringe this rule will have their phone confiscated. Occasionally students may, under the instruction of their teacher, use their phone in class for educational purposes.

Child Protection:

Our Lady's operates its Child Protection Policy in line with the Child Protection Procedures 2017. The Designated Liaison Person (DLP) is the School Principal, Mr. Edmund Holmes and the Deputy Designated Liaison Person (DDL) is the Deputy Principal, Ms. Geraldine Walsh.

School Policies:

Copies of all school policies are available to parents upon a request in writing.

Absence Procedures.

Good attendance and participation is critical to the progress your child will make in secondary school. Every effort should be made to ensure that your child attends every day.

Parents/Guardians are obliged by the Education (Welfare) Act 2000 to give a written explanation to the school for each absence. If your child is absent for a day, a note provided in the back of the school journal should be completed by you to explain the absence. Students must present a written note in their journal to their Class Tutor on the day of return to school. If a prolonged period of absence is expected, it would be helpful if the school was informed beforehand. Students will be able to access class content and homework online on their Google Classroom accounts.

Lockers:

A school locker is optional but very convenient since it means that students can keep their personal belongings in a secure place. Lockers can be rented for **€5** for the school year.

Layout of the School Day:

The school day commences with 1st class at 9:00 am. From 9:40 am - 9:50 am students will meet their tutors for registration. Morning break is from 10.30 am - 10.45 am except on a Wednesday when lunch will be served from 10.30 am to 10.50 am as shown in the table below. Students can use the Canteen in the morning before school and at lunchtime.

Daily Schedule 2023- 2024		Timetable Grid			
	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 9:40	1st class	Work Experience	1st class	1st class	1st class
9:40 - 9:50	Registration	Work Experience	Registration	Registration	Registration
9:50 - 10:30	2nd class	Work Experience	2nd class	2nd class	2nd class
10:30 - 11:10	3rd Class	Work Experience	3rd Class	3rd Class	3rd Class
11:10 - 11:25	Break	Work Experience	Break 11:10- 11:30	Break	Break
11:25 - 12:05	4th class	Work Experience	11.30 - 4th class	4th class	4th class
12:05 - 12:45	5th class	Work Experience	12.10 - 5th class	5th class	5th class
12:45 - 13:25	6th class	Work Experience	12.50 - 6th class	6th class	6th class
13:25 – 14:00	Lunch	Work Experience	On Wednesday, Lunch is from 11:10 to 11:30. School finishes at 1:30	Lunch	Lunch
14:00 - 14:40	7th class	Work Experience		7th class	7th class
14:40 – 15:20	8th class	Work Experience		8th class	8th class
15:20 – 16:00	9th class	Work Experience		9th class	9th class

Evening Study:

Supervised Evening Study is made available to students for periods of time throughout the year depending on demand. It takes place on Monday, Tuesday and Thursday from 4:15 pm to 6:00 pm. It is a valuable opportunity for students to get homework and study done in a supervised environment prior to going home. All students are encouraged to take part, not just Leaving Cert and Junior Cert students. There is a nominal fee of €20 per term for evening study.

Subject Exemptions:

Some students may receive an exemption from a subject, such as Irish. However, it must be clearly understood that only **the Department of Education and Skills has the authority to award an exemption** to a student. The school is happy to support you and your child in an application process but **no school by itself is permitted to grant an exemption.**

School Calendar 2023/2024

Staff Return	24/08/2023
1 st Years	28/08/2023
1 st and 6 th Years	29/08/2023
1 st , 3 rd and 6 th Years	30/08/2023
1 st , 3 rd , 5 th and 6 th Years	31/08/2023
1 st , 2 nd , 3 rd , 5 th and 6 th Years	01/09/2023
4 th Years	04/09/2023
Mid Term Break (October)	30/10/2023 – 04/11/2023 incl
JCT Cluster Day, no students in school	17/11/2023
Christmas Holidays	23/12/2023 – 07/01/2024 incl
JCT Cluster Day, no students in school	23/01/2024
Bank Holiday	05/02/2024
Mid Term Break (February)	12/02/2024 – 16/02/2024
Bank Holiday	18/03/2024
Easter Holidays	23/03/2024 – 07/04/2024
Bank Holiday	06/05/2024

Parent Teacher Meetings

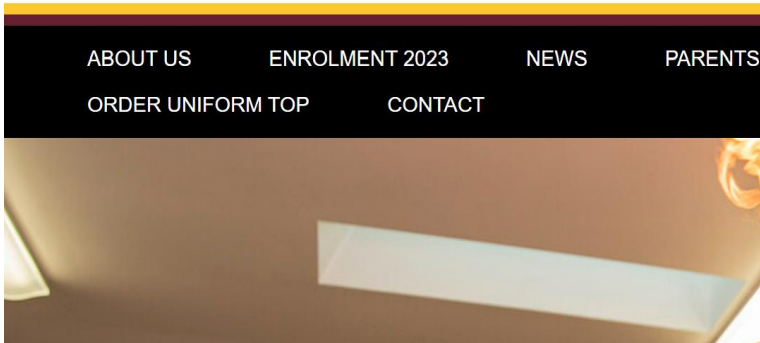
3 rd and 6 th Year	19/10/2023
2 nd and 4 th Year	05/12/2023
1 st and 5 th Year	25/01/2024
3 rd and 6 th Year	21/03/2024

Subject to change. Please check the school website for updated information.

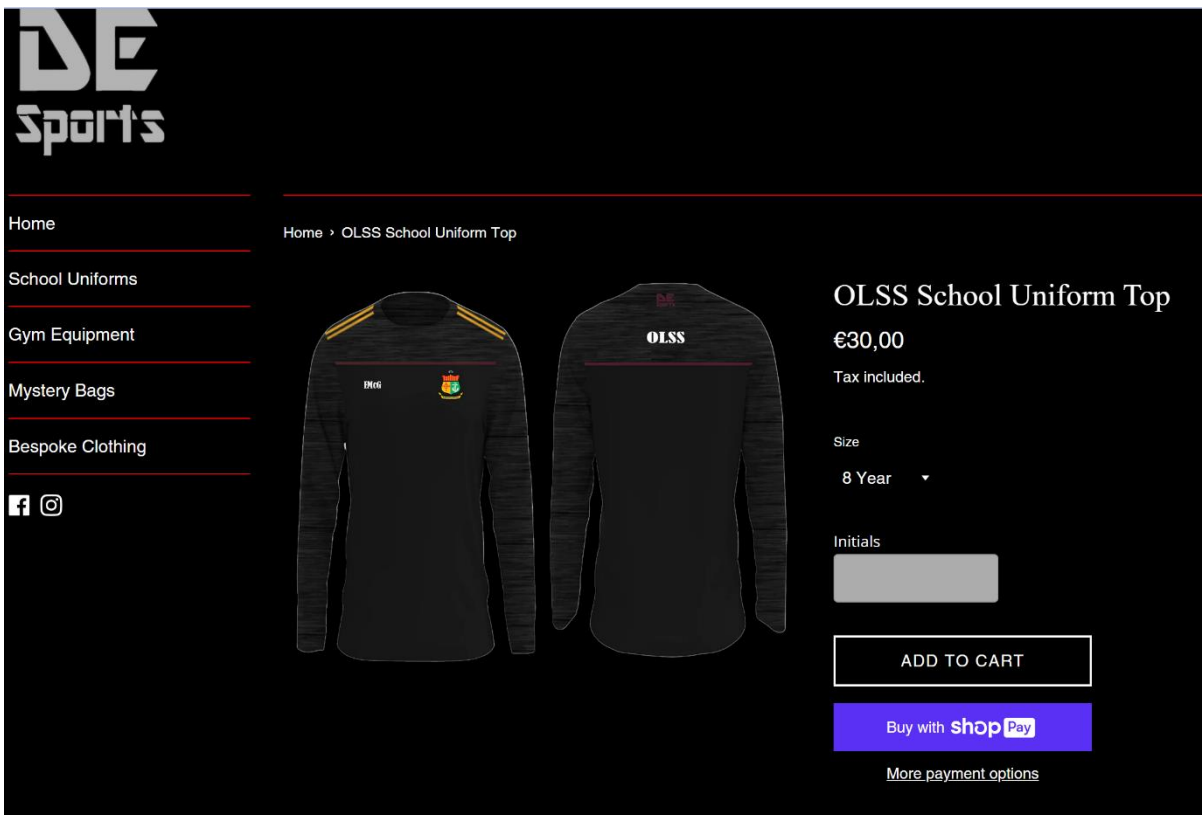
www.olssbelmullet.com

How to Order OLSS School Uniform Top

Step 1: Log on to www.olssbelmullet.com. This is what the home page looks like



Step 2: Click on Order Uniform Top

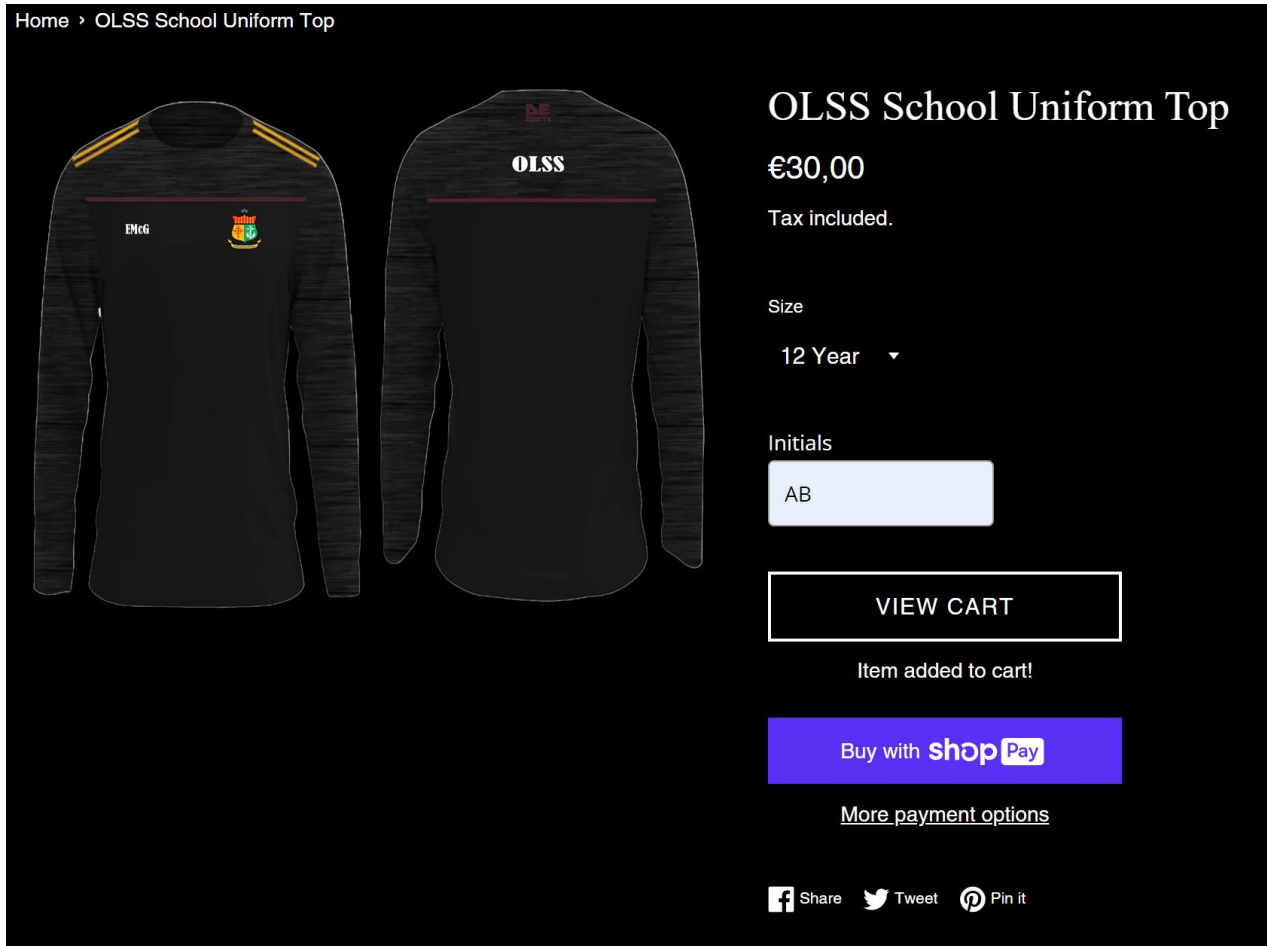


This is the screen that comes up.

Step 3:

- ✓ Choose your size from the drop down menu
- ✓ add the student's initials.
- ✓ Then click ADD TO CART


This is what the screen should look like



Step 5: Click VIEW CART.

The screen below should appear. You can CONTINUE SHOPPING if you need to order more tops or you can CHECK OUT. Or you can type in special instructions.

Home > Your Shopping Cart


Product	Price	Quantity	Total
 OLSS School Uniform Top 12 Year Initials: AB Remove	€30,00	2	€60,00
	€28,00		€56,00
SCHOOL UNIFORM PACK ORDER (2X TOPS) (-€4,00)			€56,00

Special instructions for seller

Please call 087 1121122 for delivery

Subtotal €56,00

Tax included and shipping calculated at checkout



CONTINUE SHOPPING
CHECK OUT

The screen below appears for you to enter your email address and shipping details. When you have completed the form, click on the blue box CONTINUE TO SHIPPING. In this screen, you will be asked to enter your payment details. The top will be delivered to you.

DE Sports

Cart > Information > Shipping > Payment > Review

Express checkout

shop Pay

G Pay

OR

Contact

Already have an account? [Log in](#)

Email or mobile phone number

Email me with news and offers

Shipping address

Country/Region
Ireland

First name

Last name

Company (optional)

Address

Apartment, suite, etc. (optional)



OLSS School Uniform Top

12 Year

Initials: AB



SCHOOL UNIFORM PACK ORDER (2X TOPS) (-€4.00)

~~€60,00~~

€56,00

Discount code

Apply

Subtotal

€56.00

Shipping

Calculated at next step

Total

EUR €56.00

Including €10.47 in taxes