

Meánscoil Mhuire  
Béal an Mhuirthead  
Co. Mhaigh Eo  
F26 RH50  
Teil: (097) 81157 / 81431  
Ríomhphost:info@ourladysbelmullet.ie



Our Lady's Secondary School  
Belmullet  
Co. Mayo  
F26 RH50  
Tel: (097) 81157 / 81431  
Email:info@ourladysbelmullet.ie

## Our Lady's Secondary School Information for 1<sup>st</sup> Year Parents 2023 - 2024

Dear Parent / Guardian,

We hope that you have a very enjoyable summer. As we look forward to welcoming your child to Our Lady's Secondary School we would like to provide you with some important information regarding your child's education.

You will find in this document, 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.

1st year will see the students experiencing big changes from primary school and taking some subjects that are new to them. To enable you and your child to make a more informed choice of subjects for the Junior Cycle, they will be given the opportunity to attend classes in each optional subject for the first 6 weeks. After this period the students will finalise their choice of subjects. **The 1<sup>st</sup> year students will begin on Monday 28<sup>th</sup> August** with an induction day to help them familiarise themselves with the school and to bond with their classmates.

We fully appreciate that August is an expensive time of year for parents. At the beginning of the school year we kindly ask you to pay a €50.00 Administration fee to cover the following expenses for your child; 24hr Pupil Personal Accident Insurance, School Journal, general administration, photocopying and aptitude tests, etc.

We also require €150.00 for book rental which, covers the first 3 years in school. This fee includes a €20 deposit which will be returned to parents when the books are handed back after 3rd year.

We hope that you will find this information helpful, however, if you have any queries please make contact and we will be happy to help. I would like to wish you and your family well, as we look forward to working with you in supporting your child's education for the coming school year 2023/2024.

Is mise le meas,

---

Edmund Holmes  
Principal

# General 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](mailto: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](mailto: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.

Student Support Staff	
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: 1 <sup>st</sup> and 2 <sup>nd</sup> Year	Ms. Alison Carey
Year Head: 3 <sup>rd</sup> and 4 <sup>th</sup> Year	Ms. Katie Healy
Year Head: 5 <sup>th</sup> and 6 <sup>th</sup> Year	Ms. Holly McAndrew

## Anticipated Costs for 1st Year

In order to help parents to budget for the costs of your child's needs in 1st year, we are providing you with a list of anticipated 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.
€150.00	Book Rental	Sept / beginning of year.
€20.00 approx	School Tour	May 2024
€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.

**You should not be getting requests for money from your child 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 week.**

### **Homework:**

Homework is the practice of learning, reading over what has been learned in class and the reinforcement of this learning. It may take the form of reading, written exercises, research or other as informed by the relevant teacher. Typically, 1st year students should be spending approximately 1hr 30 each night or 15 mins per subject 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](http://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 11:10 am - 11:25 am except on a Wednesday when lunch will be served from 11:10 am to 11:30 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	1st class	1st class	1st class	1st class
9:40 - 9:50	Registration	Registration	Registration	Registration	Registration
9:50 - 10:30	2nd class	2nd class	2nd class	2nd class	2nd class
10:30 - 11:10	3rd Class	3rd Class	3rd Class	3rd Class	3rd Class
11:10 - 11:25	Break	Break	Break 11:10- 11:30	Break	Break

11:25 - 12:05	4th class	4th class	11.30 - 4th class	4th class	4th class
12:05 - 12:45	5th class	5th class	12.10 - 5th class	5th class	5th class
12:45 - 13:25	6th class	6th class	12.50 - 6th class	6th class	6th class
13:25 – 14:00	Lunch	Lunch	<b>On Wednesday, Lunch is from 11:10 to 11:30. School finishes at 1:30</b>	Lunch	Lunch
14:00 - 14:40	7th class	7th class		7th class	7th class
14:40 – 15:20	8th class	8th class		8th class	8th class
15:20 – 16:00	9th class	9th class		9th class	9th class

## Scéim Aitheantais na Gaeltachta:

As part of the Gaeilge Iorrais North Mayo Language Plan 2018, our school has put a 3 - 5 year plan in place to support the development of the Irish language into the future. Part of this will mean that the 2nd year students will have the option to do one subject through the medium of Irish. CSPE (Civic, Social and Political Education) is offered to Junior cycle students in both Irish and English.

## Evening Study:

Supervised Evening Study is made available to students for periods of time throughout the year depending on demand. It takes place on 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 €40 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 the **basis for granting an exemption is very strict**. The school is happy to support you and your child in an application process for an exemption.

### School Calendar 2023/2024 and the Schedule of School return for each class group.

Staff Return	24/08/2023
1 <sup>st</sup> Years begin	28/08/2023
1 <sup>st</sup> and 6 <sup>th</sup> Years	29/08/2023
1 <sup>st</sup> , 3 <sup>rd</sup> and 6 <sup>th</sup> Years	30/08/2023
1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> and 6 <sup>th</sup> Years	31/08/2023

1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> and 6 <sup>th</sup> Years	01/09/2023
4 <sup>th</sup> 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 <sup>rd</sup> and 6 <sup>th</sup> Year	19/10/2023
2 <sup>nd</sup> and 4 <sup>th</sup> Year	05/12/2023
1 <sup>st</sup> and 5 <sup>th</sup> Year	25/01/2024
3 <sup>rd</sup> and 6 <sup>th</sup> Year	21/03/2024

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

[www.olssbelmullet.com](http://www.olssbelmullet.com)

## 1st Year Class Materials 2023/2024

The following is a list of item/ materials that will be required for each class.

It is advised to purchase only the items for the core subjects at first and the items for the optional subjects can be purchased when the "Subject Taster Programme" has been completed and the students have finalised their choices.

Core	Irish	1x Hardback
Core	English	1 x Hardback and 1 x A4 Copy. Dictionary/ Thesaurus
Core	Maths	A4 size Maths Copy Maths Set, Scientific Calculator (Casio fx -83GT), Log tables
Core	History	1 A4 Hardback
Core	Geography	1 x Hardback, colouring pencils, ruler, pencil, rubber, and topper
Core	French	1 A4 Hardback, colouring pencils
Core	Religion	Copy, colouring pencils/markers
Core	PE	Tracksuit and sports runners no jeans
Core	Science	1 x A4 Science Hardback, 1 x A4 Hardback 1 x A4 Display Folder (40 pockets), Calculator (Casio), Log Tables
Core	CSPE	Small copy & A4 folder.
Core	SPHE	A4 Copy, A4 folder, colouring pencils/markers
Optional	Business Studies	Business copies 1,2,3, Hardback A4 Copy Scientific Calculator (Casio fx -83GT)
Optional	Home Economics	Lunch box, 1 A4 Hardback copy, Homework copy, Folder for handouts and worksheets, Colouring pencils
Optional	Music	Hardback A4 Copy, HB pencil, eraser & A4 folder
Optional	Material Tech Wood	Copy, pencils, colouring pencils,
Optional	Visual Art	A4 Sketch pad and 2B pencil.
Optional	Engineering	A4 Folder pencils, colouring pencils
Optional	Graphics	Pencils(2H, HB) compass, eraser, sharpener, large 45 and 60 degree set squares, protractor, colouring pencils



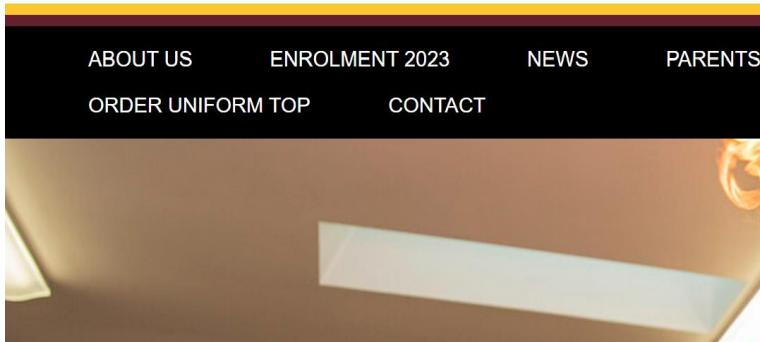
## How to Order OLSS School Uniform Top

**Step 1:** Log on to [www.olssbelmullet.com](http://www.olssbelmullet.com). This is what the home page looks like

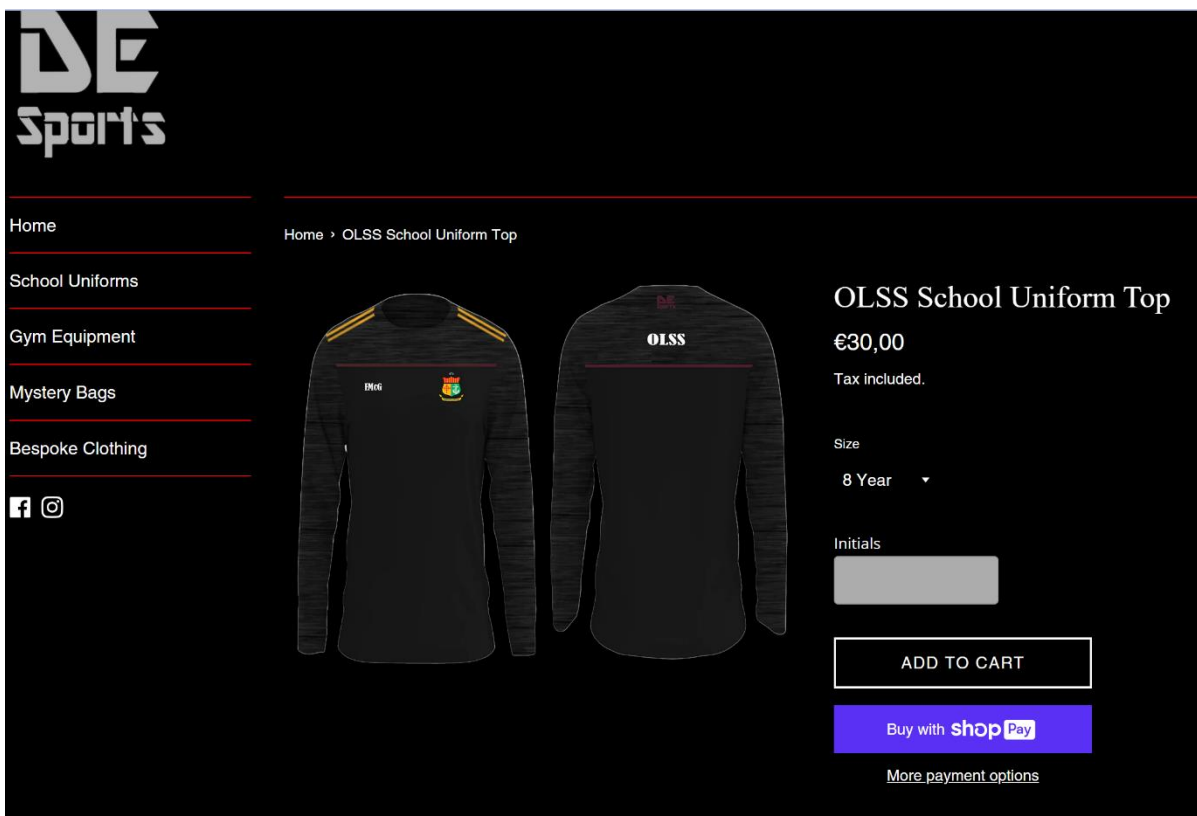


**Our Lady's Secondary  
School Belmullet**

Meánscoil Mhuire Béal an Mhuirthead



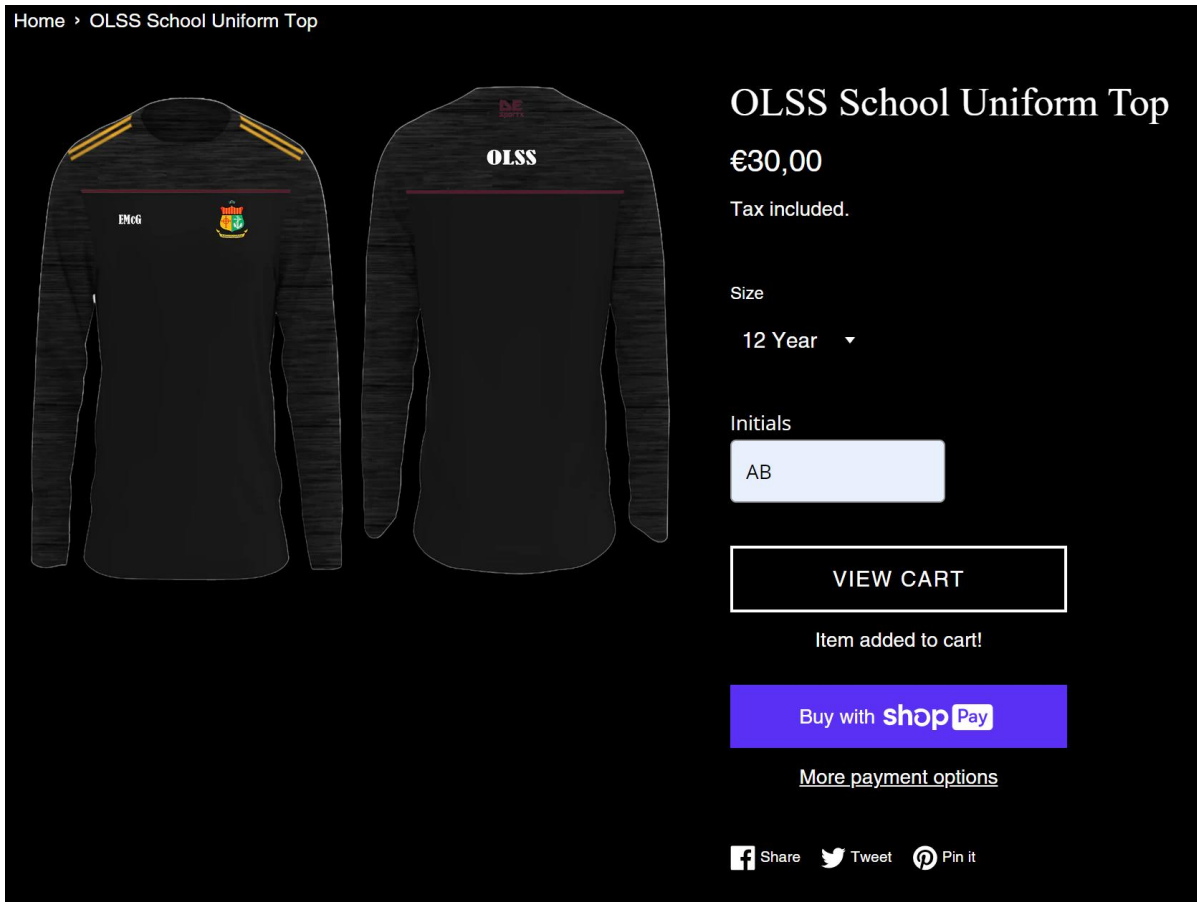
**Step 2:** Click on Order Uniform Top



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

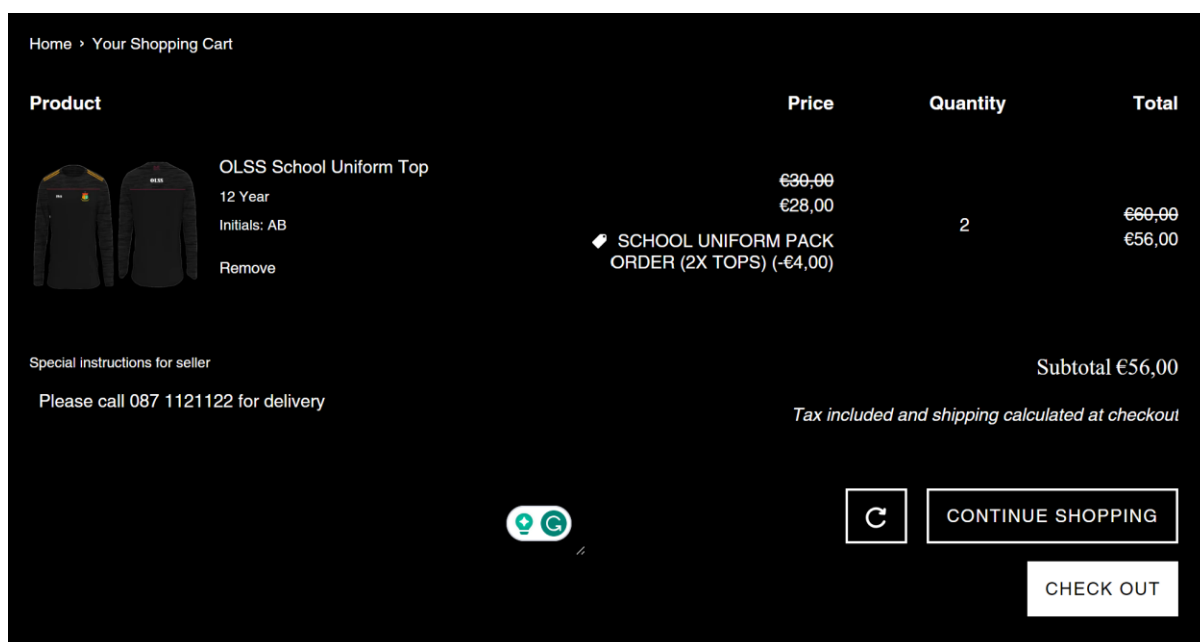


This is what the screen should look like.

**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.



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

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