

10th May 2017

Dear Parent/Guardian,

As we approach the end of the school year, I would like to take this opportunity to inform you all of a few changes that will occur here in Presentation Secondary School next year.

For the 2017/18 and subsequent school years, all class periods must be of no less than 40 minutes duration and that class periods of less than 40 minutes duration may not be timetabled. Currently, the school has a mixture of 35 minute and 40 minute classes so we need to change our timetable to facilitate this change. Following, class visits to students, consultation with staff, the board of management and parent's council the following timetable grid below has been agreed on.

New Timetable

Monday			Tuesday- Friday		
1	8:50	9:30	1	8:50	9:30
2	9:30	10:10	2	9:30	10:10
3	10:10	10:50	3	10:10	10:50
4	10:50	11:00	4	10:50	11:02
5	11:00	11:08	5	11:02	11:10
6	11:08	11:48	6	11:10	11:50
7	11:48	12:28	7	11:50	12:30
8	12:28	13:08	8	12:30	13:30
9	13:08	13:50	9	13:30	14:10
10	13:50	14:30	10	14:10	14:50
11	14:30	15:10	11	14:50	15:30
12	15:10	15:50			

- All classes 40 minutes
- Tutor class 8mins x5 = 40 minutes – in base class room
- Break time – 12 minutes
- Lunch time Monday – 42 minutes
- Lunchtime Tuesday – Friday – 60 minutes

As part of the timetable, you will notice that the school is introducing Tutor time every day for students, as part of our pastoral care and wellbeing programme here in the school. The role of tutor time is to create a link between the student, the teacher and home, it connects the student with school staff and with other students, Monitoring of academic and personal progress of the students in their tutor group, tutors provide information to other staff about their tutees, and finally tutor time allows the way the school can meet their students' needs.

A second Deputy Principal in schools with enrolments of 700 students was announced in the budget 2017. This additional Deputy Principal will support current management in the operation of our schools. The education sector has suffered from severe cuts through the years of the recession, it is gratifying, and encouraging to hear Minister Bruton say that, 'Education is at the heart of everything we are trying to deliver as a government'. The school welcomes this news, and the recruitment process is currently ongoing, with effect from the 1st September 2017.

The school bids a fond farewell to Ms. G. O'Brien who is retiring from the teaching profession this August. Staff, students, parents, past and present will miss her presence greatly. We thank her for her dedication, loyalty, diligence, kindness and good humour, which she continuously portrayed during her time here in the school. Rath Dé agus fad saoil ortsa agus ar do chlann.

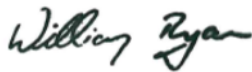
Three important notices.

- As you are, aware students may only enter the school grounds through the Grogan's Road entrance.
- Only Staff cars are allowed on the premises between school hours, the site is small. Therefore, we ask parents/guardians not to drop students in the car park using the School Street entrance. Could I ask anyone who is driving into the school to please maintain a low speed for health and safety reasons.
- **If a student needs to leave the school during school hours:**
 - 1) She must get permission from Tutor, Year Head, Deputy Principal or Principal.
 - 2) She must have a note of explanation in journal from parent/guardian (except when going home sick).
 - 3) She must sign out at General Office and sign in on return.
 - 4) She must be collected by a family member at the office or make suitable prior arrangement with school management.
- Students arriving to school late must sign the register at the General Office; they will receive a Late Stamp in their journal.
- Students must report to the Deputy Principal's office if they arrive to school and are not in full uniform. Spare items of school uniform are generally available for students should the need arise. Students not wearing the correct school uniform will not be allowed to attend class. Jewellery, other than that allowed will be confiscated.

Finally, I would like to take the opportunity to wish our students who will be sitting their State Exams in a few short weeks the very best. I would particularly like to extend my best wishes to our Leaving Certificate students who will be starting their own life journeys next year. We wish them health and happiness in whatever path they ultimately find themselves on and hope the values they acquired here sustain them in whatever challenges they may face in the years ahead.

I look forward to seeing you all in August. To those of you who are leaving us for new places we wish you all the best and you will continue to be in our prayers. le cúnamh Dé.

Yours sincerely,



William Ryan

Principal