



Catholic Education
An Irish Schools Trust



Presentation Secondary School

Milltown, Co. Kerry.

Tel : 066 97 95455

Fax : 066 97 95456

Email : office@presmilltown.ie

www.presmilltown.ie

Dear Parent/Guardian

14th August 2023

I hope you have had a pleasant and enjoyable summer. The time has come around again to start preparing for the new school year and we are looking forward to welcoming our students back in the coming weeks. The start-up arrangements for the school year 2023-24 are outlined below.

Start-Up Arrangements

- Friday 25th August – 1st Years & Transition Years
- Monday 28th August – 1st Years & Transition Years
- Tuesday 29th August – 3rd Years & 6th Years
- Wednesday 30th August – 2nd Years
- Thursday 31st August – 5th Year

School App Payments

On return to school students will be asked to pay **€70** to help cover the cost of student journals, app, 24-hour student insurance, photocopying/printing expenses, Studyclix, and locker rental. Payments should be made via the school app no later than **Friday 1st September** please. If possible, please print the payment receipt which can be given to your son/daughter's class tutor. PE T-shirts can be ordered through the school office (€15) if required. As always, if you have any difficulties in relation to this or any other school payment please do not hesitate to contact us via the school office. *PLEASE NOTE – Incoming 1st Years do not need to make this payment as this has been included in the start-up amount of €260.*

As you are aware the school app is also used as a communication tool to send messages and to keep parents and students informed of school events and news. In order to receive relevant updates please ensure you have enabled 'push notifications' and that you have registered your son/daughter's year group. Since there are no charges for 'push notifications' (app messages) we hope to be able to significantly reduce our SMS costs by moving exclusively to app notifications. Please do not hesitate to contact the school office or the in-app help desk if you are encountering difficulties with app payments/usage.

VSware

You can continue to view your son/daughter's attendance and school reports through our Student Administration System, VSware.

In an attempt to reduce our postage costs and paper usage, student reports are no longer posted home but can be downloaded from VSware. A notification will be sent to parents when reports are available for viewing.

Follow the link at the bottom of our home page (www.presmilltown.ie) or connect via the school app link. Then simply log-in using your username and password.

Username have been sent to all current parents previously. Incoming 1st Year parents will receive their usernames shortly. Passwords can be reset by clicking "Create or Reset Your Password" on the log-in page. **Please note however that the school is charged for each username reminder and password reset message.**

P.T.O. →

Principal – Kerry Harkin

Deputy Principal – Sean Costelloe





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Junior Cycle Books

Please return any outstanding third year books to the school as soon as possible. We are still waiting on the return of a considerable number of textbooks which are required to be allocated to incoming 1st Year students.

Summer Letter – 23rd June 2023

As your sons/daughters prepare to return to school we ask that you re-visit and discuss the contents of our summer letter dated 23rd June, in particular the expectations in relation to behaviour, uniform, devices etc. (Letter is included again below for convenience)

Concerns, Queries & Achievements

For some students, returning to school after the summer break can be a challenging time. We ask you to remind your son/daughter that there are many members of staff available to talk about any problems they encounter, no matter how big or how small. We would also like to take this opportunity to remind parents that we are at the end of the phone if you have any concerns or queries about your son/daughter's progress and/or wellbeing.

We are exceptionally proud of each and every one of our students. We love to hear about students' achievements and accomplishments outside of school. Please encourage your son/daughter to inform us of any significant achievements/accomplishments, in order that we too can acknowledge them (privately if preferred). Alternatively, you can let us know about their accomplishments by phoning or emailing the school office.

Thank you once again for your continued support and cooperation. We hope you enjoy the remaining few weeks of the summer holidays and we look forward to welcoming your sons/daughters back to school at the end of the month.

Yours sincerely,

Kerry Harkin
Principal

Sean Costelloe
Deputy Principal



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23rd June 2023

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Dear Parent/Guardians,

It is difficult to believe another school year has come to a close so quickly. Our students have had a wonderful year with many exceptional achievements and experiences. You can read all about these activities in our latest edition of our annual publication 'Nuacht'. A digital copy will be available to download in the coming days from the "News" section of our school website www.presmilltown.ie.

The school office will reopen after the summer break on Wednesday 9th August.

Our student start-up dates for the 2023-24 school year are as follows,

- Friday 25th August – 1st Years & Transition Years
- Monday 28th August – 1st Years (*Transition Years – Delphi Residential Trip*)
- Tuesday 29th August – 3rd Years & 6th Years
- Wednesday 30th August – 2nd Years
- Thursday 31st August – 5th Years

End of Year Reports – 1st, 2nd, TY & 5th Years

End of year reports for the above year groups are now available via VSware. You can access VSware via the link on our school website or the link in the school app. Please contact office@presmilltown.ie if you are having difficulties accessing reports.

State Examinations

As the Leaving Certificate & Junior Certificate 2023 draws to a close, we would like to remind our 3rd & 6th Year students of how proud we are of their dedication and hard work over the past few years. In particular we would like to wish all of our 6th Year students the very best for the future. We commend the adaptability, determination, and resilience they have shown during their time at Presentation Milltown and we thank them for leaving us with so many fond memories of the Class of 2023. We know that the future is both safe and bright in their hands.

Communication

Parents/guardians are reminded that **all communication** with the school **must be via the school office** at office@presmilltown.ie or 066 97 95455. Your message/email will be forwarded to the relevant member of staff, teacher, or year head who will respond to your query/concern. Communications relating to school business should not be sent directly to staff/teacher emails or through any other means. This procedure ensures that all information is kept secure and only viewed by the relevant and appropriate staff member(s). Furthermore, this procedure enables us to ensure that we are able to account fully for all correspondence/information sent to the school as required by GDPR legislation. We thank you for your support in relation to this.

Teacher Requests

As the new school year approaches, we ask parents to refrain from sending requests for their son/daughter to be in particular teachers' classes. Our weekly school timetable is extremely complex, requiring the scheduling of over 957 class periods. Considering these complexities and in the interest of equity and transparency, such requests cannot be considered.

Code of Behaviour

As you are aware our Code of Behaviour is a vital policy to ensure the smooth operation of each school day. It allows the creation of a learning environment which is safe, caring, equitable and consistent. The full policy can be found on our website. However, as always at this time of year, we wish to draw your attention to a number of points in relation to uniform and smart devices, before purchases and decisions are made over the summer.

Principal – Kerry Harkin

Deputy Principal – Sean Costelloe

P.T.O. →



Uniform

Students are aware of the need for the uniform to be worn properly and in its entirety. Our uniform identifies students as members of our school community. We require it to be worn properly to promote equality, unity, and a shared identity within our student body.

Wearing the uniform **unaltered** prevents trends and fashion statements becoming prevalent. Students tell us that such trends put **unnecessary** stress on them to conform to peer pressure.

As the summer is often the time that new uniform items are bought, we request your support in ensuring students' uniforms are **unaltered** and **worn correctly** as per our Code of Behaviour.

In particular we'd like to remind our girls that the **kilt** should be worn below the knee and not turned-up at the waistband. We would like to remind our boys that their **school trousers** must not be altered in anyway. The current trend is that the legs of the trousers are narrowed and shortened to above the ankle. Uniform trousers must be regular, unaltered school trousers which fall below the ankle in length.

Piercings are another area that students often consider during the summer holidays. Please note that students are permitted to wear one small stud earring in each ear. However, as per page 5 of our Code of Behaviour, other visible piercings are not permitted.

Mobile Phones/Smart Devices

Use of mobile phones and smart devices is always challenging for schools. Our students tell us that they value the time and sense of calm created by not being allowed to use their phones during school. They tell us it reduces the pressures and stress caused by social media and the demands of being online.

We encourage students to not bring mobile phones to school. However, if parents feel it is necessary the phone must be **placed in the student's locker** as soon as they arrive in school. The phone must then remain in the locker until the end of the school day.

Our Code of Behaviour states that students are not permitted to use their phones/smart devices (including smart watches) at any time during the school day and/or on the school premises (including break, lunch, before and after school). In the interest of health and safety we request your assistance in ensuring **students** who need to **contact parents/guardians** during the school day do so **through the school office** and not via their own phones. Likewise, we request that **parents/guardians** who need to **contact students** during the school day do so **through the school office** and not directly through the student's mobile phone.

Student Supports

Please let us know if you feel we can further support your son/daughter during their time at school. We have a range of measures we can implement for students who find school particularly challenging or overwhelming. If we can help support your son/daughter from a financial perspective in relation to school trips/books etc, please also feel free to pick up the phone and speak with us.

We hope that 2022-23 has been a productive and enjoyable year for your sons/daughters. We thank them for their positivity, creativity and diligence, but most of all for their kindness and understanding towards each other. We thank you for entrusting your young person into our care and for your continued support and cooperation in our work.

Wishing you and your family a safe and enjoyable summer.

Yours sincerely,



Kerry Harkin
Principal



Sean Costelloe
Deputy Principal

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