

16 July 2019

Dear Parent

Thank you for taking the time to read this letter and assist us with the settling back of your son/daughter back to school. This is a very exciting year for us with our new extension coming on stream in two phases. Phase I; will see four new classrooms will be ready for August 2019 and Phase II; consisting of a new Home Economics, Science Laboratory, Learning for Life Room, an additional classroom and toilet facilities early January 2020.

To assist students on their return to school, you can claim their locker on the evening of Thursday, 22nd August 2019, 5 pm – 7 pm or the following day Friday, 23rd August 2019, 10 am to 12 noon. Lockers are allocated by the Head of House-Keeping, Ms Patricia Beirne.

Please note our new school start time of 8.50 am. Students will register and receive important announcements with their Class Tutor at 8.50 am. Students will need a minimum of 10 minutes prior to this time to organise their books for class. Students will not be permitted to return to lockers at 9 am as they will already be in their designated class. Class will commence at 9 am.

Student locker allocation and return dates are as follows:

Year	Date	Time
Student Lockers (all groups)	Thursday, 22 nd August 2019	Evening only: 5 pm – 7 pm.
Student Lockers (all groups)	Friday, 23 rd August 2019	Morning only: 10 am – 12 noon.
1 st Years (only)	Wednesday, 28 th August 2019	8.45 am – 3.50 pm
1 st , 2 nd , 3 rd , 6 th Years and Learning for Life	Thursday, 29 th August 2019	8.45 am – 3.50 pm
1 st , 2 nd , 3 rd , 6 th Years Learning for Life, 4 th (TY) and 5 th Years. (all groups)	Friday, 30 th August 2010	8.45 am – 1.10 pm.

Your child will need to bring in a small padlock for their locker and a duplicate key to be given to the caretaker. (Combination locks and locks other than “Tessi” locks (available in Warde’s Hardware €4.95) have proven to be unsuccessful).

The basic fee of €75 (which you may have paid on application) for School Journal, Locker Rental and Materials is payable on-line before commencement of academic year if you have not already done so, a payment link will be issued to you in early August. The cost of materials for State Examination purposes is the responsibility of the parent (i.e. material for woodwork project etc.)

Please note that all payments MUST be made through Way2Pay. We are unable to accept cash payments. If you are having difficulty using Way2Pay please contact their parent helpline on: (061) 203355.

All details regarding your child/charge’s return to school and enrolment are available on our school website www.roscomcol.com – in the “Academic Year 2019/20” area. Please ensure that your child has the appropriate course books as required for each class. School Jacket is **compulsory** for all students. Students will not be permitted on excursions without uniform jacket. Jacket must be

worn for uniform inspection. We advise you get your child's jacket initialled (Keen Print) to avoid loss. School is not responsible for any lost or stolen items. All personal belongings need to be clearly **labelled**.

Sport is compulsory for all students; please ensure that your child has a PE kit consisting of: Tracksuit, Tee-Shirt, and Runners and Football Boots. Students not participating in sport must furnish the school with a medical certificate.

All students should be in attendance on time every day. All absences over 20 days must be reported by the Principal to Tusla, without exception. Please note there are no exceptions made by the Dept. of Education & Skills where absences are due to, for example, minor illnesses or dental appointments. These days are included in the total absence for the year. The Principal cannot sanction absences for holidays during the school year. All absences must be sanctioned by a parent/guardian and the Principal. Please fill in the absentee docket supplied in the Student Journal.

If you wish to arrange insurance cover for your child, please pay through the school on-line payment system. The cost per student is €9.50 and payment will only be accepted on-line through the Way2Pay system, a payment link will be sent to you before commencement of the school year. The closing date for receipt of payment is Monday, 2nd September 2019.

Please note that Child Safeguarding and GRETB Privacy statements are available to view on our website.

I would like to take this opportunity of thanking you for your continued support. If you have any queries or concerns please do not hesitate to contact me on info.roscommon@gretb.ie.

Yours in education

Georgina Keena

Ms Georgina Keena
Principal