

2025 - 2026

School Administration Charge

The **School Administration Charge** for all students **€100 p.a. (Siblings - €70 each)**. This charge covers locker, telephone, postage, photocopying, attendance and monitoring system, computer software, house examinations. This may be paid in instalments with the prior agreement of the school office. Payment is due by **Friday 22nd August**. Each locker comes with a lock. Lock rental is €5 p.a. + €15. Lock deposit returnable when the student leaves the school.

Mock Exam Fees €100 for 3rd and 6th year students will be due in December 2025

Year	School Administration	Book Rental	Locker Lock Rental	Mock Fees	Voluntary Contribution (Optional Payment)
1 st	€100	Free	€5 + €15 Deposit	-	€30
2 nd	€100	Free	€5	-	€30
3 rd	€100	Free	€5	€100	€30
TY	€200	Free	€5	-	€30
5 th	€100	Free	€5	-	€30
6 th	€100	Free	€5	€100	€30
LCA	€100	Free	€5	-	€30

School Hours

The school is open at approximately **7.45 a.m.** each morning. Pupils must be in school before **8.30 a.m.** Classes begin at **8.40 a.m.** Please note that on **Fridays** – classes end at **12.55 p.m.** Please ring the school office if you wish to make an appointment to see the Subject Teacher, Form Tutor, Year Head, Deputy Principal or Principal.

Lunch

All students remain in school for lunch. Free breakfast & hot lunch is provided for all students in our school.

Lates

Students must be in school by 8.30 a.m. A student that arrives to school after 8.30 a.m. without a valid note from a Medical/Professional for their appointment is late for school and will go to the reflection room for 20 minutes at the end of the same day. Late notes from any other source will not be accepted.

Leaving School Early

Professional/medical appointments should be organised for outside of the school day. To minimise disruption to teaching and learning students may not leave for appointments during class time. Confirmation of the professional or medical appointments should be provided to our school office. Students that are unwell must be collected at our school office by a parent/guardian.

Pupil Absences

Our shared goal is to have every student in every day. We ask Parents/Guardians to avoid taking students out from school unless absolutely necessary. I wish to draw your attention to the regulations relating to pupil absences. The Education Welfare Act 2000 has put structures and regulations in place regarding pupil absences. The school is now legally obliged, under The Education Welfare Act 2000, to notify the Education Welfare Officer of any student absences from school for **20** days or more. Explanations for absences should be written on the appropriate form at the back of the **Student's Journal**, alternatively submitted via our **School App**. The note should accompany the student on their return to school.

Mobile Phones

Mobile Phones may not be used on school property without the consent of teaching staff. If a student is found using a phone or if the phone rings or beeps it will be confiscated by school staff. The student will receive – 6 points on VS Ware & 20 minutes in the reflection room after school that day. Their phone will be returned by the teacher supervising the reflection room. Camera Phones may not be used to take photographs/video on the school premises without the authorisation of staff.

School Office Hours

The school office is open Monday to Friday, during school hours. The school office will reopen **Monday, 11th August 2025** and will close, **on Wednesday 24th June 2026**.

2025 - 2026

Return to school schedule

Wednesday 20 th August	9.40 a.m. - 10.40 a.m.	1 st Year
Wednesday 20 th August	1.40 p.m. - 2.10 p.m.	2 nd Year
Thursday 21 st August	10.50 a.m. - 11.20 a.m.	3 rd Year
Thursday 21 st August	11.20 a.m. - 11.50 a.m.	Transition Year (TY)
Thursday 21 st August	11.50 a.m. - 12.20 p.m.	5 th Year
Thursday 21 st August	12.20 p.m. - 12.50 p.m.	6 th Year and LCA
Friday 22 nd August	8.30 a.m. – 12.55 p.m.	Full classes begin for <u>ALL</u> Students

School Term 1:	August 20th 2025 – December 19th 2025 Inclusive
School Holiday:	Monday 29 th September 2025
Mid-Term Break:	Monday 27 th October 2025 - Friday 31 st October 2025 Inclusive
Staff Training Day:	Thursday 13 th November 2025
School Holiday:	Monday 1 st December 2025
Staff Training Day:	Monday 8 th December 2025
Christmas Holidays:	Monday 22 nd December 2025-Friday 2 nd January 2026 Inclusive

School Term 2:	January 5th 2026 – March 27th 2026 Inclusive
Public Holiday:	Monday 2 nd February 2026
Mid Term Break:	Monday 16 th February 2026-Friday 20 th February 2026 Inclusive
School Holiday:	Monday 16 th March 2026
Public Holiday:	Tuesday 17 th March 2026
Easter Holidays:	Monday 30 th March 2026 - Friday 10 th April 2026 Inclusive

School Term 3:	April 13th 2026 – May 29th 2026 Inclusive
Staff Training Day	Tuesday 28 th April 2026
Public Holiday:	Monday 4 th May 2026
School Closes on:	Friday 29 th May 2026

PARENT-TEACHER MEETINGS

1 st / 3 rd / 6 th	Thursday, 20 th November 2025
2 nd / TY/ 5 th / LCA	Thursday, 22 nd January 2026
1 st / 3 rd / 6 th	Thursday, 19 th March 2026

EXAMS

House Exams for 1st, 2nd, TY & 5th Years	December 2025 and May 2026
Junior/Leaving Cert Mock Exams	3rd February 2026 - 13th February 2026
Junior & Leaving Certificate Exams	3rd June 2026 - 24th June 2026