



ST CUAN'S COLLEGE

Parent – Guardian – Student Information 2022 - 2023

22nd June 2022

Dear Parents and Students

On behalf of the staff I would like to extend a warm welcome to all first time and existing parents joining St. Cuan's College. I hope you will be very happy with us and that over the next five to six years we hope to prepare students for the ever changing society in which we live. We want to assure you that all preparations have been made for your forthcoming entrance into our school. We have an excellent staff and student body with great support from existing parents, community and Board of Management.

For your information the following teachers have been appointed as Year Heads for the coming year:

First Years:	Mr Padraic Mannion	- email: padraicmannion@stcuans.ie
Second Years:	Ms Mary Mellody	- email: marymellody@stcuans.ie
Third Year:	Mr Seamus Meehan	- email: seamusmeehan@stcuans.ie
Transition Year:	Ms Heather Reynolds	- email: heatherreynolds@stcuans.ie
Fifth Year:	Ms Sarah Keane	- email: sarahkeane@stcuans.ie
Leaving Cert:	Ms Ruth Dempsey	- email: ruthdempsey@stcuans.ie

Please note all relevant correspondence in relation to students should be addressed to the relevant Year Head via email.

1. School Uniform & Appearance:

Our uniform identifies each student as a member of St. Cuan's College. The wearing of the uniform is an important part of school discipline. All students **must** wear the correct and complete uniform while travelling to and from school, within the school building and grounds, and on school trips, during state exams, unless otherwise stated. **The onus is on parents to ensure that students come to school with the full uniform.**

The following uniform items are compulsory for all students and are available from:

Briggs, Mountbellew

All students are required to wear Black Shoes / Plain Black Runners

Girls Uniform

School Jumper (with crest)
Navy and Red Tartan Skirt or
Navy Pinstripe Trousers
Red Blouse
Black Shoes / Plain Black Runners

Boys Uniform

School Jumper (with crest)
Navy Trousers
Light Blue Shirt
Black Shoes/Plain Black Runners

An additional part of the school uniform is a School Half Zip. The school will arrange for students to purchase this during of the September. (Non Compulsory), approximate cost is €30

2. Book Rental Scheme/Book Lists (First Year Students Only):

As you are aware we have introduced a Book Rental Scheme, the fee for this scheme is €300 which is to be paid when they start school. All First Year parents will be contacted in relation to distribution of books and payment of fee. First Years do not need to bring school bag or any books on the first day, pencil case only. **First Years that are availing of the Book Rental Scheme will be able to pay and collect their books on Thursday, 25th August 1pm to 4pm (any change to this date you will be notified by email.**

Please note: unfortunately we do not operate a Fifth Year / Leaving Cert Book Rental Scheme I would be advising parents of incoming Fifth Years to try to source books from this years Leaving Certs.

3. Lockers

Lockers may be rented at a cost of €20 per year

4. Journals/Photocopying

Cost of Journal €10. The journal is a primary method of communication of parent and teacher and it needs to be signed on a weekly basis. Photocopying €40 per student €60 per family payable to Year Tutor at the start of the school year.

6. School Finance:

There is an Administration Fee of €100 which can be paid in two €50 instalments before and after Christmas and given in to the Office where a receipt will be issued.

7. Emails:

As you may be aware we have a text messaging and email system set up in the school so please ensure that all mobile numbers and email addresses are correct and updated if necessary. Main form of correspondence will be email. **Please ensure that we have your email address.**

9. Start & Finish Times:

School will start at 9.05 a.m. and finish at 4.00 p.m. Monday to Thursday and finish at 1.20 p.m. on Friday. This complies with the Department of Education regulations of 42 classes per week.

10. Absenteeism:

I would like to draw your attention to school attendance and its importance. We have always stressed the importance of full attendance, bearing in mind unavoidable absenteeism due to illness. However, in recent years St Cuan's like all schools have noticed an increase in absenteeism. Moving forward we plant to pay extra attention to absenteeism and with your help reduce it to minimum.

11. Drop Off and Pick Up:

In the interest of Health and Safety we are asking for your co-operation in relation to dropping off and picking up students. Please note students should **NOT** be dropped off or **PICKED** up outside the main school gate. The area outside the main school gate **MUST** be **KEPT CLEAR** at **ALL TIMES** to facilitate cars entering and leaving the main school car park (Staff Only) safely. Students collected / dropped off by car can be collected / picked up either in the village or the car park across the road. **We urgently need your co-operation as to insure the safe entrance and exit of everyone entering and leaving the main school building.**

12. Calendar:

Attached please find the Proposed School Calendar for 2021 / 2022. Should there be any changes you will be emailed and notified in advance. **Please keep Calendar for reference.**

13. Return to School:

First Years

First Years & Leaving Certs

All Students Return

Transition Years Return

Tuesday, 30th August (finish at 1.20pm)

Wednesday, 31st August

Thursday, 1st September

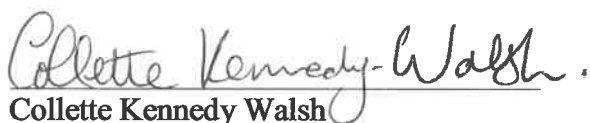
Monday, 5th September

Prefect Training & First Year Settling In Programme (details attached)

I hope that all the information you require is enclosed and I look forward to meeting all new First Years. Should you encounter any problems leading up to this date while the school is closed please contact me on 087 2864350 or collettewalsh@stcuans.ie.

Please note all of this information plus Book Lists and other relevant information will be available on our website: stcuans.ie from the end of June 2022.

Yours sincerely,



Collette Kennedy Walsh

Principal