



St. Peter's College

A guide for parents of 1st year students



SECTION 1:

WELCOME

Welcome to St Peter's College. St Peter's College was founded in 1994. Since then it has established itself as a school of excellence in academics and the care and wellbeing of students. Thank you for choosing our school.

Mission Statement

St Peter's College is dedicated to Dóchas, Dúchas, Díocas.

Dóchas hope in the future of our school community.

Dúchas faithfulness to our collective heritage and culture.

Díocas diligence and commitment towards our teaching and learning.

Vision Statement

- To foster the confidence in our students and teachers to develop their talents and abilities.
- To pursue academic excellence.
- To respect the diversity of our student body.
- To encourage students to be positive in their outlook on life and to make a positive contribution to their school and society.
- To prepare students for further education and the world of work.
- To develop in students a respect for and appreciation of Christian values and other world religions and cultures.
- To nurture the values of tolerance, inclusion and care within the school and wider community.

As a parent of a 1st Year student, there are often many questions that you would like to ask, facts you would like clarified and rules and routines you would like to know. This booklet has been produced in conjunction with St Peter's College, Parents Association, Ceannairí (Year heads) and students to help you navigate through the first year of your child's second level education.

We hope your child and you enjoy your experiences in St Peter's College and develop strong and positive relationships along the way.

The School Calendar for the academic year is on the school website and a hard copy is given out to students when they start in August.

SECTION 2:

THE PEOPLE IN YOUR SCHOOL

School Principal: Ms Maureen Murray

Deputy Principal: Mr Liam Greene

Deputy Principal: Mr Paul O'Leary

We want students to enjoy their time at St. Peter's College. The teachers and monitors and all staff are here to help you. If you have any worries or problems contact us and we will help you. Remember the sooner you tell us the quicker it will be sorted!

2.1 Tutor:

The most important teacher for your child whose name you should know and contact if you have any concerns throughout the year. The Tutor is always the first person you contact about the welfare or progress of your child. The class group your child is in is called after the tutor i.e. 1 Murray, 1 O'Leary etc. To contact the tutor put a note in the student's diary or in emergencies phone the school office on 8252552 or email stpeterscollege@lmetb.ie.

2.2 Class Teacher:

If you are concerned about the progress of your child in an individual subject, contact the subject teacher by writing a note in the diary to arrange a call or a meeting.

2.3 Ceannaire (Year Head):

The 1st Year Ceannaire is responsible for all students in 1st Year. Tutors consult with him/her on all matters regarding students.

2.4 Monitor:

The Monitor is a Transition year student who is trained to help 1st Years transition into secondary school. They are specially trained and each tutor group has three Monitors assigned to it.

2.5 Caomhnóir:

The Caomhnóir is a senior student with a leadership role in the school.

2.6 School Counsellors: Two qualified Psychotherapists are available to students for consultation:

Mr Jimmy O'Connell

Ms Marie Nolan

Special Needs Co-ordinator: Ms Nicola O'Reilly

Parents Association Chairperson: Ms Sharon Mullen

Board of Management Chairperson: Ms Maeve Gallagher

Student Office: Students sign in late here. They also report to the student office to sign out if they need to leave for any reason during school hours. Parents bring forms that need to be signed here, and drop in lunches or other items students have forgotten to bring to school.

Students must always sign out at the student office when leaving school during school hours.

Main Office: All visitors to the school report to the Main office and sign the Visitors book. Students are not permitted to enter this area.

PROOF

SECTION 3:

FREQUENTLY ASKED QUESTIONS (FAQ)

You are a 1st Year student, what to do if:

3.1 You forget your lunch/lunch money/glasses/inhaler?

- Go to the Student Office; they will phone home so your items can be brought in for you to collect at the office.

3.2 You forget your locker key?

- Wait at your locker, the teacher in charge of lockers will be on the corridors between 8.35 -8.45 to open lockers.
- If you lose your locker key, go to the Student Office to order a new one. The cost for a new locker key is €3.

3.3 You forget your diary?

- Go to the Deputy Principal's Office opposite the Gannon Area; you will be given a yellow diary card for the day, which must be placed on the teacher's desk at the start of every class and signed by the teacher.
- Return the diary card to the Student Office at the end of the day.

3.4 You forget to bring in your homework?

- Speak to your tutor; he/she can write a note in your diary.
- Tell your teacher at the start of class.

3.5 You leave your textbook in school and can't complete your homework?

- Ask your parent/guardian to write a note explaining the problem in your diary.
- Tell your teacher at the start of class.
- This homework must be done the following night.

3.6 Do you have to carry books all the time?

- No, you only need to carry the books for the first 3 classes.
- Go to your locker at break time and change your books for the next 3 classes.
- Then go to your locker at lunch time and change your books for the last 3 classes.

3.7 You are late in the Morning?

- Assembly for 1st Years is held in the Gannon Area and starts at 8.45AM sharp. If you arrive late you will not be admitted to assembly and must go to the Student Office. If you have a valid note of explanation you will receive a blue sign-in-stamp in your diary.

- If you have no note you will get a red late stamp. Two red late stamps in a term will result in you being placed on Lunchtime Detention. Lunchtime detention takes place in Rm 45 from 1.10-1.35PM.
- Full Attendance Awards are presented every May to students who:
 - a) Are present in school every day
 - b) Who have 98% class attendance (allowing for dental, medical appointments)

3.8 You get lost?

- Ask any student or staff member who is passing and he/she will be happy to help you.

3.9 You are feeling ill?

- Ask your class teacher for permission to go to your Tutor or Ceannaire. Explain you are feeling ill and they will give you a note to bring to the Student Office for permission to phone home.
- Student Office secretary will phone home for you and sign you out in your diary.
- Students are only permitted to sign out with Parental permission and/or tutor or Ceannaire permission.
- All students' lates and sign outs are recorded on the school database (e-portal).
- E-portal passwords are given to students in September. Any breach of E-portal must be reported to the school as a matter of urgency.

3.10 You are lonely, sad or upset?

- Speak with your Tutor, Ceannaire, Monitor or any member of staff.

3.11 You are being bullied?

- Tell your tutor, Ceannaire, monitor or any member of staff and they will be able to help you.
- If you know of anyone being bullied tell your tutor, monitor or any member of staff.

3.12 Your mobile phone rings during class?

- Mobile phones must be switched off in all classes. If a phone is causing a disruption in class it will be confiscated by the teacher and given to the Deputy Principal. It will be held by the Deputy Principal for 24 hours.
- Students are not permitted to take pictures with their phones during the school day unless instructed to do so by a member of staff.

SECTION 4:

DIARY, UNIFORM AND OTHER USEFUL INFORMATION

- 4.1** The Diary is the main communication between school and home. Teachers will use it to give good notes and stamps to acknowledge good work and behaviour. It will also be used to record where students fall short of the standards expected of them. As it is such an important part of day to day school routine, it is vital that you as a parent study the diary carefully.
- 4.2** When your son or daughter first receives the diary, familiarise yourself with the various sections, which are colour coded. There are sections in the diary where grades and comments are noted and pages where parents write notes of explanation for absence from school.
- 4.3** Notes requesting that a student be allowed to sign out during school hours for a medical or other appointment should be written in the diary, as should notes explaining late arrival to school. All entries in the diary should be brief and factual. If you need to communicate anything of a sensitive nature or of particular importance, please get in touch with the school directly. The Diary is a public document and may be read by a number of people.
- 4.4** Damaged, defaced or lost diaries can be replaced by the Ceannaire at a cost of €10.

4.5 School Uniform:

The school uniform consists of:

1. Green Junior school coat at Junior level
2. Navy Senior school coat at Senior level
3. School Kilt (girls)
4. PE school crested t-shirt
5. PE school crested Hoodie
6. Green school crested junior jumper/ green school crested senior jumper with gold v neck
7. Navy (not black) trousers (boys)
8. White shirt
9. Plain black leather shoes
10. Black/white socks or black tights

Items 1-6 are available for purchase through the Parents Association in the school. All orders are placed online using 'Wisepay' and collected at the school in June during times specified. All other items are available from local shops/stores.

Students are expected to wear their uniform to and from school and on all extra and co-curricular activities (unless directed otherwise by a teacher)

An earring may be worn in each ear. No facial piercing at all are allowed and hair must be modest and respectful of the school uniform.

Junior students are not allowed to wear makeup. All uniform items must be labelled. If a student thinks they have lost a piece of uniform - check at Student Office for lost property. It is most unlikely that a piece of uniform is stolen. Students in 1st Year tend to forget where they left the item and it is usually found (when labelled).

4.6 School Times:

In extreme weather conditions (snow days) parents will be informed by text of the opening hours of the school. In order to keep the school running on these days school begins at 10AM and finishes at 3PM. Only in very exceptional circumstances will the school be closed; parents will be informed by text.

	Mon – Thurs	Friday
Assembly	8.45-8.55	8.45-8.55
1st Class	8.55 -9.35	8.55-9.35
2nd Class	9.35 -10.15	9.35 -10.15
3rd Class	10.15 -10.50	10.15 -10.50
Little Break	10.50-11.05	10.50-11.05
4th Class	11.05 -11.45	11.05 -11.45
5th Class	11.45 -12.25	11.45 -12.25
6th Class	12.25 -13.00	12.25-13.00
Lunch	12.55- 13.45	13.00-13.50
7th Class	13.45 -14.25	13.50- 14.30
8th Class	14.25 -15.05	14.30- 15.10
9th Class	15.05 -15.40	

4.7 Student Services & Book Scheme:

St Peter's College operates a Book Rental system. The cost of this is €350 for 1st Year and payment is made online using 'Wisepay', the cost includes the following:

- All 1st Year books and equipment, materials & photocopying
- School Locker
- No fault insurance
- Competition/affiliation fees

- Buses for school trips/games etc
- Exam papers & corrections

New and second hand books are circulated through the scheme. Please ensure that your son/daughter looks after their books. If they damage, deface or lose a book they will be liable for the cost of the replacement book. Most books cost in the region of €20-€40.

There are further Student Services and Book Services costs for all other years. You will be notified each year of this cost. Please note that school uniform is an additional cost.

4.8 Lockers:

Lockers are issued to students at the start of the school year. A deposit of €10 is returned to students at the end of the year when they return their locker key. Students should go to their lockers before school and at break times to get their books to ensure that they are only carrying the required quantity of books. Book bags may be a good idea to help students organise their locker by subject. The locker allows students to organise themselves well for the school day.

4.9 Homework:

First years are advised to spend from 1.5 -2 hours on homework per day. This should include written work as well as study and revision.

Homework Club is offered by the school and is run by teachers on a voluntary basis for a small number of students.

4.10 Parent/Teacher Meetings:

There is one 1st Year Parent/Teacher Meeting each year, usually held in Jan/Feb beginning at 4.15PM and ending at 6.45PM. Students do not attend but parents should bring the student diary to the meeting. There are five Parent/Teacher Meetings throughout the year, classes finish for all students at 3.20PM when Parent/Teacher Meetings are being held. Please consult the school calendar on the website for meeting dates.

4.11 Medical Matters:

If your child has a medical condition inform the tutor at the start of the year or at your earliest opportunity. Epipens/ medical boxes etc. should be left into the Student Office.

4.12 Family Details:

It is the responsibility of parents to ensure that the school has current up to date contact details for all students for routine communication and/or emergencies that might arise.

SECTION 5:

STUDY TIPS FOR 1st YEARS:

✓ **Work at the same time every day**

Set a definite time to do your homework/study and keep to it. You can set a time for fun but don't mix them. Give fun and study your full attention at different times!

✓ **Work in the same place every day**

Have a place where you go and study. 'Family areas' like the kitchen table are not really suitable. Try to study at a desk in your bedroom. Studying in the same place means fewer distractions so you can concentrate.

✓ **Work at a desk or table**

You need space to lay out books and papers in an orderly manner. You need a smooth, solid surface on which to work so your writing will be easy to read. Lying on a bed or sitting in an arm chair are not good positions for study, especially if you have to write.

✓ **Work where the light is good**

Daylight or electric light is fine. Make sure it shines on your book or paper not in your eyes.

✓ **Work in a quiet space away from household noise.**

You cannot watch TV and study – unless you have two heads! Nor can you listen to the TV or music and study at the same time. Find a place that is as quiet as possible. If you share a bedroom, work out a time when you can study there alone.

✓ **DON'T** have your mobile/tablet switched on-this will distract you. Leave your devices switched off on the kitchen table so that they will not distract you!

✓ **Give yourself a break**

After you have worked hard for about 30 minutes, get up and move around for 2-3 minutes. Then you can go back to your homework/study with a fresh start.

✓ **Treat yourself for studying**

Watch your favourite TV programme as a reward (you can record it and watch it after study). Spend time with your friends, go for a walk, play sport - see these activities as a reward for study. Enjoy your 'free' time.

✓ **Plan your homework/study time**

Plan exactly how much you want to get done in the time available. Set a goal for each study period. Try to meet goals and deadlines – this will give you a great sense of satisfaction, but don't be upset if you cannot meet a goal – learn from it and plan wisely next study period.

✓ **DO** set yourself questions that you need to find the answers to as you study.

✓ **DO** test yourself on what you have studied.

✓ **DO** ask parents, family members to quiz you on what you have learnt.

✓ **DO** ask teachers for help

✓ **Try to study at weekends.**

Try to get some homework/study done before 7pm on Friday. Use weekends to catch up on work missed. You will have Assessments in October, Christmas, February and May. Do your best in each one. If you don't do well in one you can improve in the next. All your results will be available on e-portal.

✓ **Look after yourself**

- Drink plenty of water
- Eat healthy foods
- Eat breakfast – it's the most important meal of the day, helps concentration and makes it easier not to snack on sweets etc. Go to Breakfast Club in Rm 1 if you missed breakfast!
- Early to bed – try and get a good night's sleep – all devices should be off and/or in another room
- Stay away from sugary foods/drinks
- Get regular exercise. This makes you feel great, boosts your energy and helps you relax – even a short walk will achieve this!

✓ **Tips for Parents, DO:**

- Provide a suitable study area
- Tell other family members to expect and accept changes in the house
- Expect anxiety - changing schools is difficult on everyone at home
- Encourage healthy eating
- Let your child have relaxation time as well as study time.

✓ **DON'T**

- 'Nag' about homework and study-gently suggest it!
- Have unrealistic expectations. Support your child to work to the best of his/her ability.

USEFUL WEBSITES

www.examinations.ie

State Examinations Commission- past papers / timetables for Junior and Leaving Certificate Examinations / marking schemes etc.

www.education.ie

Department of Education web site

www.scoilnet.ie

Website for students, parents and teachers

www.youth.ie

National Youth Council of Ireland

www.spunout.ie

Advice and articles on teen issues

www.jigsawmeath.com

Part of headstrong.ie web site on mental health issues

[www.schooldays.ie](http://www schooldays.ie)

On-line resource for parents and teachers

www.parentline.ie

Provides information and listening ear to anyone in parenting role

www.letsomoneknow.ie

Part of your mental health website

www.ispcc.ie

Support service for children and young people

www.bodywhys.ie

Eating Disorders Association of Ireland

**All of the information contained in this booklet is accurate at time of publishing. Information is subject to change.
Please check school website for up to date details.**



St Peter's College Dunboyne

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