



*Dear Parent/Guardian of Incoming First Year Students 2023/24,
We look forward to welcoming your child to our school in August. In order to ease the transition for both you and your child we wish to provide a little more information that will hopefully assist you through the coming months.*

Please note our school office will close on June 30th and will re-open again August 7th. If you have any queries, please do not hesitate to call us.

Wishing you a lovely summer,

Kind Regards,

Joe O'Dwyer – Principal

Starting Date

The first day of term for our incoming first years will be Tuesday, 29th August at 9:00am. The school day will finish at 12:30pm and students will be available for collection at this time. First year students will be the only students in the building on this day which will allow them to familiarise themselves with the school building and staff and therefore allow for a more seamless transition. We advise them to bring a copy and pen and a snack as they will only be with us until lunch time. It is not necessary for them to bring their books on this day.

Communication

*Most of our communication with parents happens via our school app, The Intermediate School. This can be downloaded for free from all App Stores. **It is extremely important that parents/guardians and students download this app** as it keeps you up to date on what is happening with the school community. It allows you access to your child's reports and results. It is also how you communicate your child's absences, late attendance and early leaving to the school.*

Teachers communicate with students through a platform called Microsoft Teams. Your child will be given login details during the first few days of the term. Please note that Teams can be quite an active app as it is the medium through which teachers, tutors, coaches, etc contact students. Your child may need some help navigating through it initially.

The school calendar will be available on both the app and our school website (isk.ie/calendar). Please note that the calendar may be subject to some minor changes throughout the year. Please see the attached document on how to navigate the school app.

Mobile Phones

Here at the Intermediate School we endeavour to ensure that every student has the opportunity to work in an environment that will allow them to reach their full potential. You may be aware that recently we introduced Yondr pouches to our school community. Each student is required to purchase a Yondr pouch from the school which they will have sole possession of. Each morning your child's tutor will ensure that your child's phone is locked safely into the pouch. It will remain locked during the day and the student will unlock the pouch as they leave the building. We believe a phone free environment will enhance learning opportunities whilst also allowing your child to develop good interpersonal communication skills. Teachers have the ability to unlock the phone pouches if

technology is required within the classroom. Communication to and from home will be through the phones available in the main office if necessary.

Uniform

We take great pride in our school uniform and request that our students show their commitment to our school by wearing their uniform correctly. Our students are a representation of our school community and are expected to present themselves in a neat and tidy manner every day. Information regarding our uniform can be found on our website under the Parents dropdown menu. The school uniform can be purchased in Crowley's of Killorglin and Place of Clothing, Killorglin. Walsh's in Killarney supply the trousers for females. If your child misplaces any item from their uniform in school you can contact the school office to see if has been placed in Lost & Found.

School Day

Our school day begins at 8.50am with all students expected to report to their tutor at this time. In these 10 minutes the tutor will take attendance, check school diaries and keep students up to date with general school business. Each student has 9 class periods a day. Each class is 40 minutes long. There are three classes in the morning before a 10 minute break at 11.00, followed by two more periods between break and lunch. Lunch begins at 12.30 and ends at 1.20. Students then have four class periods before their day finishes at 4.00pm. Note that on Wednesdays school will finish at 1.10pm. Please see attachment of an example of our school timetable.

Books

Please note that the book lists are available on the school website. Again you will find this under the Parents dropdown menu.

Lockers

Each student will be assigned a locker at the beginning of the school year. It is the responsibility of the student to purchase a lock for this. We recommend purchasing a lock with a key as opposed to a combination lock; we feel it is the safer option. Initially tutors will assist your child in how best to use their lockers, i.e. if students do not receive homework in a particular subject then they may leave the books for that subject in their locker. Similarly if they do not have a certain subject on a particular day there is no need to bring the books for that subject on that day. It is important that they learn this skill early in order to reduce the weight of their school bag.

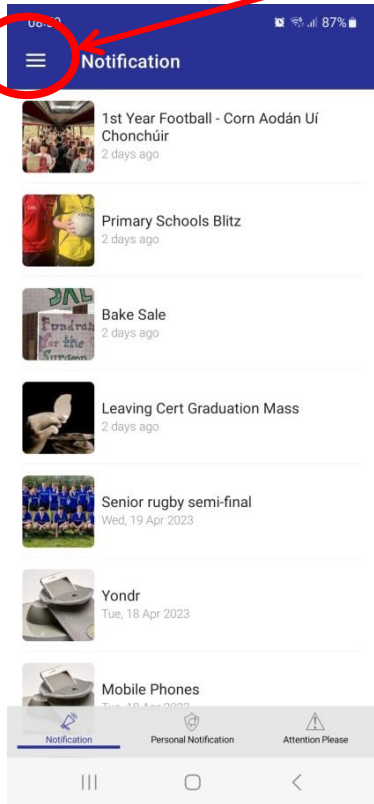
Canteen

First year students are not permitted to leave school grounds at lunchtime. We encourage them to become familiar with the school grounds and forge new friendships. Our canteen is open at break and lunch four days a week where students can purchase sandwiches, scones and wraps. There are also some hot food options, water and treats. Please note there is no canteen in operation on Wednesdays.

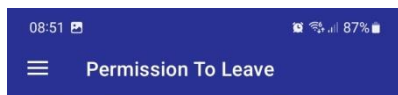
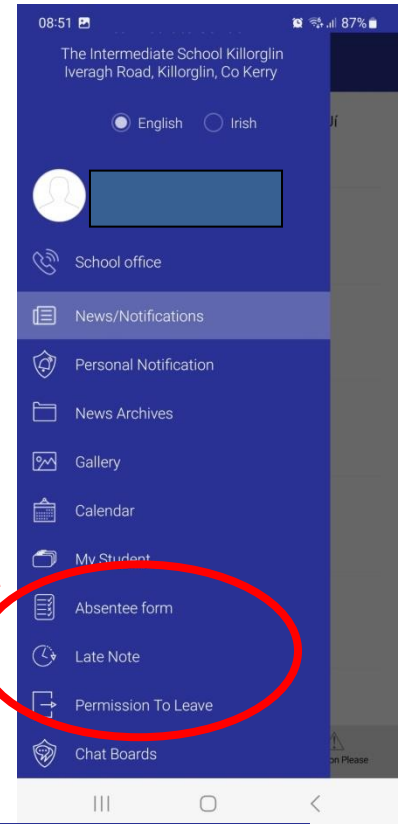
Absences

We endeavour to keep attendance records as accurate as possible. We ask parents/guardians to be as diligent as possible when entering your child's absences on the app. We understand that absences and leaving school early are sometimes unavoidable but it is imperative that we know when a student intends to leave the building. We ask that you use the app to inform us of absences, late attendance or necessary early leaving so that we can make this as seamless as possible for your child and the relevant teachers.

How to Navigate the School App



- Log in
- Click the icon on the top left corner of the screen.
- This allows you navigate different aspects of the App
- **NB: Access to absentee form, late note & Permission to leave is found here.**



Permission To Leave | History

Student

Students Name

Leave Info

From: 26-04-2023 8:49 AM

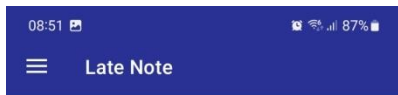
Until: [dropdown] Clear

Reason: [dropdown]

Further Details

Include signature here

Note:
Once a 'permission to leave' form is filled a QR code is sent to the students device. They need to scan this at the Principal's office prior to leaving the school.



Late Note | History

Student

Students Name

Late Note

Arrival Time: 26-04-2023 8:49 AM

Reason: [dropdown]

Further Details

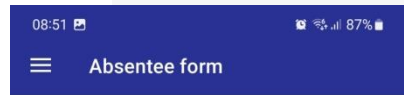
Include signature here

Parent/Guardian

26-04-2023

Students who arrive late to school MUST report to reception and sign in.

Submit



Absentee form | History

Student

Students Name

Absent

Please enter only the dates that your child will be absent from the school.

Absent from: 26-04-2023

Absent to: 26-04-2023

Reason: [dropdown]

Further Details

Include signature here

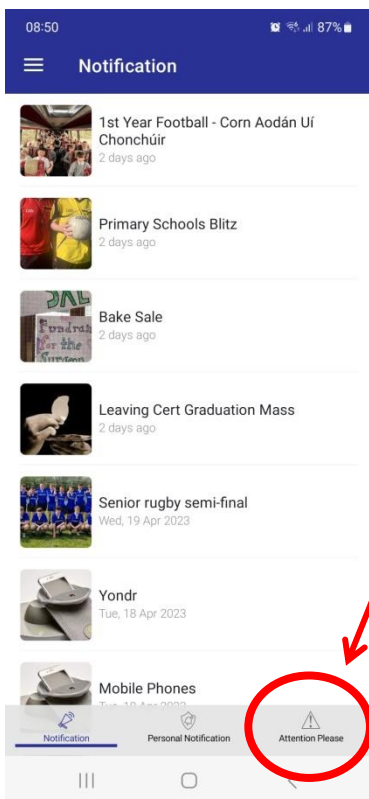
Parent/Guardian

26-04-2023

Submit

Code of Behaviour

Each student along with their parent/guardian is required to sign a Code of Behaviour upon first entering the school where they agree to adhere to our school policies. This is also completed on our school app. First year students will be informed by their Year Head's when this portal opens. It is **extremely important** that **both** student and their parent/guardian sign this **before clicking submit**.



The Code of Behaviour can be found under the ***Attention Please*** section in the bottom right of the screen-see below.

Example of a Typical Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00	Science R208 D.O'Regan 1Sci-5.3 09:00 - 09:40	Irish R206 M. O'Shea 1Iri-U 09:00 - 09:40	Mathematics R206 S.Sheehan 1Mat-U 09:00 - 09:40	SPHE R206 M.Randles 1SPHE-U 09:00 - 09:40	Irish R206 M. O'Shea 1Iri-U 09:00 - 09:40
	French R202 I. Sheahan 1Fre-3.1 09:40 - 10:20	English R114 J. Clarke 1Eng-U 09:40 - 10:20	Coding R216 D.O'Regan 1Cod-U 09:40 - 10:20	Religious Education R206 H.Sexton 1Rel-U 09:40 - 10:20	Materials Technolo... R113 J. Buckley 1MatT-4.4 09:40 - 10:20
10:00	French R202 I. Sheahan 1Fre-3.1 10:20 - 11:00	Irish R206 M. O'Shea 1Iri-U 10:20 - 11:00	Science R208 D.O'Regan 1Sci-5.3 10:20 - 11:00	Irish R206 M. O'Shea 1Iri-U 10:20 - 11:00	SPHE R206 M.Randles 1SPHE-U 10:20 - 11:00
	Religious Education R206 H.Sexton 1Rel-U 11:10 - 11:50	Materials Technolo... R111 J. Buckley 1MatT-4.4 11:10 - 11:50	History R206 C.Conway 1His-U 11:10 - 11:50	English R201 J. Clarke 1Eng-U 11:10 - 11:50	Business Studies R206 S.Sheehan 1Bus-2.4 11:10 - 11:50
11:00	English R114 J. Clarke 1Eng-U 11:50 - 12:30	Materials Technolo... R111 J. Buckley 1MatT-4.4 11:50 - 12:30	Business Studies R206 S.Sheehan 1Bus-2.4 11:50 - 12:30	Geography R206 I. Sheahan 1Geo-U 11:50 - 12:30	Business Studies R206 S.Sheehan 1Bus-2.4 11:50 - 12:30
			English R114 J. Clarke 1Eng-U 12:30 - 13:10		
12:00	Computer Studies R101 Ms.Rice 1Wellness(Computer U 13:20 - 14:00	Mathematics R206 S.Sheehan 1Mat-U 13:20 - 14:00		Mathematics R206 S.Sheehan 1Mat-U 13:20 - 14:00	History R206 C.Conway 1His-U 13:20 - 14:00
	Irish R206 M. O'Shea 1Iri-U 14:00 - 14:40	Visual Art R107 R.Power 1Art-U 14:00 - 14:40		Wellness R114 J. Clarke 1Well-U 14:00 - 14:40	CSPE R210 E.Roche 1CSPE-U 14:00 - 14:40
13:00	Geography R206 I. Sheahan 1Geo-U 14:40 - 15:20	CSPE R210 E.Roche 1CSPE-U 14:40 - 15:20		French R202 I. Sheahan 1Fre-3.1 14:40 - 15:20	Physical Education J. Flinter 1PE-1.5 14:40 - 15:20
	Mathematics R206 S.Sheehan 1Mat-U 15:20 - 16:00	Music R210 E.Roche 1Mus-U 15:20 - 16:00		Science R208 D.O'Regan 1Sci-5.3 15:20 - 16:00	Physical Education J. Flinter 1PE-1.5 15:20 - 16:00
14:00					
15:00					
16:00					