

PRESENTATION SECONDARY SCHOOL



Educating the Students of Wexford since 1818

"Our Best Always"



First Years 2024/2025

Dear Parent/Guardian,

On behalf of all the staff, I would like to extend a very warm welcome to your daughter as she starts her secondary school journey here with us at Presentation Secondary School Wexford. Thank you for choosing Presentation Secondary School where your daughter will spend the next 6 years. We have a proud and long tradition of educating the young ladies of Wexford. As you are aware Presentation School Wexford is a voluntary Catholic Secondary School for girls operating under the Trusteeship of CEIST- Catholic Education an Irish Schools Trust. CEIST supports the Religious and Education Philosophy of Nano Nagle, the founder of the Presentation Order. Religious Education takes a central place in the life and curriculum of this school. We all look forward to working with you daughter over the coming years.

Please note the following can be found on our website at <https://www.preswex.ie/information-for-parents/information/>

Book Lists	Assistance for 4 th , 5 th & 6 th Years only
School Calendar	JC Book Grant Information
Uniform Information	Health Issues
Code of Behaviour	School Map & School Timetable Template
Financial Information	Link for O'Neill's Website

Start of Year Arrangements:

Return to School

Students must be in full school uniform
1st Years wear PE Uniform 29th August

6th Year 26th Aug 9.00 - 10.00	5th Year 26th Aug 10.15 - 11.15	4th Year 26th Aug 11.45 - 12.45	3rd Year 26th Aug 1.30 - 2.30
2nd Year 26th Aug 2.45 - 3.45	1st Year 27th Aug 9.00 - 11.00	28th Aug Classes for 2nd,3rd,5th,6th 8.50 - 12.10	29th Aug Classes for 2nd,3rd,5th,6th 8.50 - 3.00
29th Aug 1st Year Induction 9.00 - 2.00	30th Aug Classes for 1st Year only 8.50 - 3.00	2nd Sept Classes for All Years 8.50 - 3.50	See You All in August!

Principal: Mr. Billy Ryan Deputy Principal: Ms. Mary Dooley Deputy Principal: Mr. Scott Gaynor Deputy Principal: Ms. Caroline Ryan

Grogan's Road, Wexford, Ireland, Y35 XV70. Tel: 00 353 53 9124133 CH17522. Roll: 63661C

Website: www.preswex.ie Email: generaloffice@preswex.ie accounts@preswex.ie

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- 27th August – Full School Uniform, iPad, Pen & Copy or notebook
- 29th August – Full School PE Uniform, iPad, Pen & Copy or notebook, Packed Lunch & a drink
- 30th August – Full School Uniform, iPad, Pen & Copy or notebook, Packed Lunch & a drink

Parents are asked to pay the following monies on the VSware on-line payment system, when live for First Year Students. **Any monies not paid collected in school by Friday 6th September.**

In the interest of clarity and efficiency, the VSWare on-line payment system is the preferred method of payment. All payments made on-line are visible to the parent at any time which provides a better record of payments made. Some fees paid by this method are at a reduced rate with no bank charges. See enclosed information sheet for instructions on how pay on-line.

School Fees	Amount payable on-line	Amount payable in cash
Parent Contribution	€150 per family	€150 per family
Administration Charge	Already paid.	Already paid.
Art students only	€40.00	€42.00
Graphics students only	€50.00	€52.00
Study Skills	€15.00	€17.00
Anti-Bullying Workshops	€10.00	€12.00
Meitheal Activities	€20.00	€22.00
Locker	Already paid	Already paid.
School Journal	Already paid	Already paid.

- From **Friday 30th August**, all students are expected to come prepared for all classes with iPads fully charged and all the necessary materials for classes.

Points to note:

- Students may only enter the school grounds through the **Grogan's Road entrance**.
- **Only Staff cars** are allowed on the premises between school hours, the site is small. Therefore, we ask parents/guardians not to drop students in the car park using the School Street entrance.
- If a student needs to leave the school during school hours:
 - 1) They must get **permission** from Tutor, Year Head, Deputy Principal or Principal.
 - 2) They must have a **note of explanation** on Vsware from parent/guardian (except when going home sick).
 - 3) They must **sign out** at General Office and sign in on return.
 - 4) They must be **collected by a family member at the office** or make suitable prior arrangement with school management.
 - 5) Students should never ring home themselves if they are sick. They must follow above procedures.

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- Students arriving to school late must **sign the register** at the General Office; they will receive a Late Stamp in their journal.
- Students must report to the Deputy Principal's office if they arrive to school and are not in full uniform. Spare items of school uniform may be available for students should the need arise. Students not wearing the correct school uniform will not be allowed to attend class.

Attendance/Absence/Sign Out Procedures

5 Important Reminders

- Absence**
If your child is absent from school or needs to leave early, details of the absence must be recorded using the VShare App.
- Leaving School Under 18**
All students MUST - have a note - parent/guardian must ring office - all under 18s must be collected from school - if these procedures are not followed - student will NOT be allowed to leave the school. Student must sign out.
- Leaving School Over 18**
All students MUST - have a note - parent/guardian must ring office to confirm. If not then the office will phone parent/guardian to confirm. Student must sign out.
- Sick during the School Day**
Permission must be sought from Tutor, Year Head, Deputy Principal or Principal. Phone calls home only from the office. Students should not call themselves. Students MUST sign out. Under 18 MUST be collected.
- Returning after an absence**
Students MUST have a note explaining their absence. This can be done on Vshare or School Journal. Students MUST inform their Tutor as to reason for absence. Students MUST catch up on work missed during absence.

School Website/Twitter/Instagram/Facebook

To facilitate easier communication between school and home can you please follow us on:

www.preswex.ie

<https://twitter.com/preswex>

<https://www.instagram.com/presentationwexford/?hl=en>

Mobile Phones

Please note we are mobile phone free school. Access will be limited to lunchtimes for students. Please see our mobile phone policy on <https://www.preswex.ie/policies/>

Lunchtime

Students remain on the school grounds during lunchtime.

School Journal

Students must use the official Presentation School Journal provided in the school. All students MUST always have their journal with them.

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Junior Cycle School Book Grant

Junior Cycle Book Grant
1st, 2nd & 3rd Year
DES Grant

- Books remain property of school
- Parents/Guardians replace lost books
- Limited number of Hardbacks/Copies/Logbook/ Calculator/Dictionary/School Journal
- One form of copy/hardback per subject only – no replacements – the supply is not infinite.
- No writing stationery e.g. pens, erasers, parers, pencils, pencil case, ruler etc

Our JC School Book Grant Policy can be found at
<https://www.preswex.ie/policies/>

- School Books with e-code will be distributed on Friday 30th August.
- Stationary i.e. One form of copybook/hardback etc will be distributed on Friday 30th August.
- Please note that pens, erasers, pencils cases, parers, rulers etc are not provided.
- School Journal will be distributed on Tuesday 27th August.

Lockers

Students Lockers allocated lockers during induction.

Personal Property

Students must take responsibility for their own belongings, iPads, jackets etc., making sure that all items are well labelled. Please make a special effort to label all items of uniform, including jacket and PE uniform. It is not advisable to bring other valuables into school, as the school will not be able to take responsibility for their safety.

iPad

Any parent/guardian who has a particular difficulty re the purchasing arrangements for iPads is asked to contact the principal before **24th June** on 053 91 24133.

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Students/Parents/Guardians are asked, in so far as is possible, not to leave items at the General Office for collection by students – e.g. money, P.E. gear, Home Economics ingredients etc. Any items left at the General Office are left entirely at own risk & should be clearly labelled.

I would like to wish you all a very happy and peaceful summer and hope that your daughter will come to us both refreshed and invigorated. I look forward to welcoming all new 1st years on **Tuesday 29th August.**

Yours sincerely,

William Ryan
Principal