

BANDON GRAMMAR SCHOOL

2017 CIRCULAR TO PARENTS AND GUARDIANS

We extend a warm welcome to all parents, guardians and pupils as we approach a new school year. A special welcome is extended to all new pupils and we hope that all will experience a warm and friendly welcome. I ask you to read this circular and the documents attached carefully with your son(s)/daughter(s) before returning to school. Please keep these documents safely for reference during the school year.

1. **BEGINNING OF THE SCHOOL YEAR**

Friday 25th August – Form I Induction Day

- Form I boarders should arrive at boarding houses between **11.00a.m. and 11.30a.m.**
- Form I day-pupils report to Deane Building between **11.15 a.m. and 11.30 am.** to receive locker allocation
- All pupils report to Lecture Theatre by **11.55a.m.**
- Pupils may be collected at **4.00p.m.**
- **Lunch Arrangements** – Lunch will be provided

NOTE: Coffee/Tea will be available in the Dining Room for Form I parents from **11.15 - 12.00 noon**

Monday 28th August

Form I Pupils only – Boarders arrive for 11.00 a.m. Day pupils for 11.20 a.m.

Activities and lessons follow from 11.30 a.m. **Classes finish at 4 p.m.**

All other NEW pupils (Form 2 – 5) - Arrive between 1.45 p.m. – 2.00 p.m.

Please report to the Lecture Theatre. Welcome and Introduction to the school 2.00 p.m. – 3.30 p.m.

- **Other boarders may return between 3.00 p.m. – 5.30 p.m.** Boys report to Roundhill House, Girls to Richmount House. Evening meal at 5.45 p.m. Locker allocation during this time period.

DAY PUPIL LOCKER ALLOCATION

- **Please report to the Deane Building for the locker allocation map**
- **Day pupils Form 2 – 6 may stock lockers between 3:00 - 5:00p.m. ONLY**
Lockers may also be stocked on Tuesday before 9.30 a.m.

Tuesday 29th August - OFFICIAL SCHOOL OPENING – 9.00 a.m.

- **Day Pupils** may arrive before 9.00a.m. to receive locker allocation.

ASSEMBLY for the whole school at **9.30 a.m.** in the Sports Complex.

NOTE: For the opening Assembly pupils must wear full school uniform, including blazer

- Students go to tutorial meetings at **10.20a.m.**
- Students will have morning break following Tutorials
- Classes commence at **11.20 a.m.**

2. **SECOND HAND UNIFORM SHOP/SCHOOL SHOP**

There will be a **School Shop** in the Dining Hall on **Friday 25th August 11.00 a.m. – 12.30 p.m.** It will include our Parents' Association **Second Hand Uniform Shop** for used items, school stocked items and suppliers Kukri Sports (sports kit, locks, etc. available). **The Parents' Association would be very grateful for any help you can offer with the Second Hand Shop on that day. If available please contact Mrs Edel Flavin at 087/2491172.**

Note: Pleated new skirts **MUST** be worn by **ALL** girls (available at Kevin Bowens, Main St, Bandon)

3. **COMMUNICATION**

We expect parents and guardians to take a deep interest in their children's education and in the development of the school. You are strongly encouraged to attend events in school such as parent/teacher meetings, matches, concerts, Sports Day and Prize Day. You are invited to get in touch with the school if problems occur or advice is needed.

Our website at www.bandongrammar.ie is updated regularly with a news and notices section. Our e-mail address is office@bgsmail.ie. Can you please supply the school office with your e-mail address and any change of mobile number or work contact number where relevant.

A Parents Representative Association comprised of representatives of parents/guardians, teaching staff and the school Board organise activities, advise on issues of concern, are involved in policy formation and planning and run a second hand uniform shop. You are warmly invited to become involved. Please check the Parents' section on our website. All parents are invited to join in the **Annual General Meeting on Thursday 28th September** at 7.00 p.m.

4. **ENROLMENTS 2018:** Applications for places in Form I 2018 must be lodged with the school office on or before 5:00p.m. on Monday 2nd October 2017.

5. BOARDERS

Parents of boarders must opt for:

- Full 7 day boarding **or**
- Weekly 5 day boarding

Request to change from boarding to day-pupil status or vice versa must be given at least a term in advance.

6. THE SCHOOL DAY

The standard school day commences with classes at 9.00 a.m. and concludes at 4.00 p.m. unless otherwise notified. All students are required to be in attendance from 8.50 a.m. even if they have a free class / study period. The roll is taken during the first period every day. We open for day-pupils at 8.30 a.m. and such pupils not participating in supervised after-school activities are to depart from school by 4.15 p.m. Day pupils participating in extra-curricular activities should be collected by 5.30 p.m. or by the time specified by the school after certain occasional activities. School activities may require an earlier start and/or later finish to the school day. Students may **NOT** leave the school before 4.00 p.m.

7. INTEGRITY OF SCHOOL TIME

- **Pupils who arrive to school late** must report in to reception, sign the late book, obtain a late card and present this to the teacher of the relevant class.
- Parents are asked to inform the school on the first day of the cause of absence of their child. After every absence parents must send in an explanation of absence with the returning pupil by note or email addressed to the **Attendance Officer**. Absence data for your child is available on the Parent Portal link on our website.
- The school is **compelled by law to report to Tusla (The Child & Family Agency)** the name and full details of any pupil absent from school on twenty or more school days during the school year.

8. LEAVE-OUT ARRANGEMENTS

- We require written or verbal communication from a parent(s) where a pupil needs to leave school during the school day – to be then sanctioned by the Principal or Deputy Principal
- **DAY PUPILS** not participating in supervised after-school activities **must** be collected from school by 4.15 p.m. Those remaining on after 4.00 p.m. are bound by the same conditions as boarders.
- **BOARDERS** may not leave the school at any time without permission and they must report out and report in as appropriate. During the school week sixth form boarders may be granted leave-out permission to shop or town. Only in exceptional circumstances will boarders be granted leave-out in the evenings.
- **LEAVE-OUT ON FRIDAYS FROM 4.15 – 5.30 P.M. OR AT 9.00 P.M.**
Messages for boarding staff should go to boarding@bgsmail.ie. Each boarder **MUST** be ‘signed-out’ by the adult designated to collect him or her with the **teacher-on-duty**. Standard leave-out arrangements, as above, are listed by prefects on Thursday evening and checked by staff. Requests for any variation from this must be made to the school office **not later than 4.00p.m. on that Thursday**. Parents of boarders should remember that written permission is required in the case of pupils who are going to spend a weekend with a friend and the school accepts no responsibility once a pupil has left the school premises for a weekend. The parent or adult friend taking the pupil out must ‘sign-out’ that pupil and take full responsibility for the pupil as set out here.
- Boarders are to return **before 9.00p.m. each Sunday night** and all must report for roll call in their respective houses. If a boarder is unable to return on Sunday night **a parent or guardian must telephone the teacher on duty at 023-8841713 or (086) 4036301, email boarding@bgsmail.ie before 8.30p.m.** to indicate absence and an expected day/time of return.

9. SCHOOL EXAMINATIONS

- Formal School Examinations are held at the end of the Autumn and Summer terms for one week
- Trial/Mock Examinations for State Examination year groups are held in early February
- Examinations missed cannot normally be retaken except for practice and experience at a later date
- State Examinations cannot be taken at a later date for any reason
- School Examination papers will only be sent home if a student is absent for medical reasons or other exceptional circumstances.
- Formal Reports are prepared and made available on the Parent Portal using your personal parent code.

10. HOMEWORK JOURNAL

- The school Homework Journal is essential for all pupils. It is to be brought to each class, be available for inspection and to be kept clean and neat. Parents are requested to sign the Journal each week. Notes regarding homework etc. are to be in the journal.

11. SUPERVISED STUDY FOR DAY PUPILS

Homework is an essential part of the school programme. It includes reading, researching, composing, drawing, practicing, thinking and reflecting in addition to written homework. Our homework policy is available on the school website. To assist day pupils the school will again provide after school supervised study options.

FORM V AND VI – DAY BOARDING – EVENING PREP

- A limited number of places exist for day-boarders who wish to take evening meal and supervised study (prep) from 6.30 p.m. – 9.00 p.m.
- Option 1 – 5 nights per week - €750.00 per half year (paid in advance)
- Option 2 – 3 nights per week - €450 per half year (paid in advance)

FORM III – AFTERNOON SUPERVISED STUDY

- From experience last year we found that an afternoon period is more desirable with some flexibility in option selection to enable participation in sport and clubs. No meals are provided.
- Option 1 – 4 afternoons per week (Monday, Tuesday, Thursday and Friday)
- Option 2 – 2 afternoons per week (choice of the above)
- Cost per half year - 4 afternoons – €350.00 (paid in advance)
2 afternoons - €200.00 (paid in advance)

Parents wishing to enroll a pupil for any of the options should fill out the form provided on our website and return it to the school office as soon as possible. Places will be awarded on a first come, first served basis. Inclusion into the programme is conditional on the pupil giving a signed undertaking to comply with the rules and be of good behaviour. Failure to comply subsequently can result in the pupil being excluded from the service. A strong work ethic is expected and the study periods will be supervised accordingly.

12. UNIFORM

REGULATIONS ON UNIFORM AND APPEARANCE

- We expect all pupils to have the full set of uniform items set out on the relevant list so that they may change frequently in the interests of hygiene.
- Hair is to be kept neat, clean, free from bright colours and designs and tied back where long. Mohican Dreadlock and close shaved styles are not permitted. Make-up should be restricted to medically necessary skin care.
- The school reserves the right to restrict the wearing of jewellery. Earrings and rings or studs relating to other body piercings are not permitted. One stud may be worn in each ear to maintain pierced ears. Tattoos are not permitted.
- When a jacket is required, the official school jacket must be worn. Pupils may not wear non-uniform pullovers, sports jerseys, hoodies or other jackets. Tracksuits are not acceptable in place of the standard uniform during the school day.
- Blazer – the school blazer is required for both regular and special occasions during the year – including the opening day and assembly on 30th August along with **assembly each Tuesday**. Full school uniform, including blazer, is to be worn neatly when representing the school at away fixtures, at public ceremonies and events, and when specified otherwise by the school.
- The standard school skirt for all girls is now the pleated version available from Kevin Bowens Ltd., Bandon.
- Sports kit is to be kept clean. The correct shorts, stockings and jersey must be worn when representing the school. Pupils must come to school in uniform and then change into P.E. kit if required. Boarders may change into casual clothes after 4.15pm on weekdays, on Saturdays and Sundays.
- Where a pupil is unable to wear an item of uniform for medical reasons, including shoes, the relevant **signed medical certificate** has to be presented to the school stating the difficulty and duration of the condition.
- We ask parents/guardians to ensure that their son(s) / daughter(s) wear the correct school uniform. At least two sets of skirts or trousers as relevant are required by every pupil. Uniform is to be worn tidily.
- Failure to comply with school uniform policy will result in a school disciplinary sanction including being excluded from lessons.

GIRLS UNIFORM

All of the following items of school uniform must be obtained from Kevin Bowens, Bandon:

- | | |
|---|------------------------------------|
| 1 Black Blazer and Crest | 1 Pair of Grey Trousers (Optional) |
| 2 Grey Skirts - Pleated | Black unpatterned Tights |
| V-neck Grey Sweaters with school colours (Acrylic & Wool -50/50- hold shape better) | |
| 2 Red Shirts | School Tie |

Available through the school

School Jacket

Note regarding skirts:

- (a) Skirts must not be more than two inches above the knee.

Note regarding shoes:

- (a) Black or brown flat shoes only.
(b) If shoes have heels then they should be no more than two inches high and no stilletos.
(c) Boots are not allowed
(d) **Tights are compulsory at all times**

BOYS UNIFORM

All of the following items of school uniform must be obtained from Kevin Bowens, Bandon:

- | | |
|--|--------------------------|
| 1 Black Blazer and Crest | 2 Pairs of Grey Trousers |
| V-neck Grey Sweater with school colours (Acrylic & Wool -50/50- hold shape better) | |
| School Tie | |
| Shirts – plain light blue | |

Available through the school - Grey School Jacket

Shoes – Black or Brown shoes only. **Boots, Converse or Runners are not allowed.**

COMPLIANCE

Parents are requested to make sure that pupils return to school with the **correct items in sufficient quantity**. **There will be strict enforcement of uniform**. Pupils will not be permitted to attend classes without the proper uniform. The school is determined to maintain high standards of dress and appearance. Minor infringements may be corrected on the spot by any teacher. Should a pupil fail to comply with these requirements during an arranged uniform check, parents will be informed and the matter is expected to be rectified. The full support of parents/guardians is appreciated.

13. **DAY PUPIL LUNCHES** – We encourage all pupils to eat lunch in the Dining Hall

OPTIONS:-

1. Bring a packed lunch
2. Purchase a light lunch at lunch bar
3. Purchase Vouchers for full cooked lunch – to be eaten in the Dining Hall

14. **TAKING CARE OF PROPERTY**

- **Please have name-tapes or appropriate markings on all articles of your children's clothing and sports kit.**
- All school books should be named.
- A locker for books and sports gear is numbered and designated for each pupil - **Please keep your property in these lockers. It is strongly advised that all students lock their lockers.**
- Damage to, or abuse of those facilities will result in removal of the privilege to use lockers and a bill will be added to cover the repairs where necessary.
- Please do not bring valuable private possessions to school [e.g. jewellery, ipods, ipads, expensive mobile phones, etc.]

15. **TELEPHONE**

- Parents are reminded that, unless there is an emergency, boarders are only allowed telephone calls outside class, meal and study times.
- **Mobile phones** and related devices cause loss of concentration, disruption and the possibility of cheating in tests / examinations. Mobile phones, ipods or other audio/visual electronic devices and games etc. may not

be brought to the classrooms, study periods, the study hall / G.P Room between 9.00 a.m. and 4.00 p.m. unless specifically requested by the class teacher. Boarders and Day Boarders may not bring these items to Prep (6.30 – 9.00 p.m.) without teacher permission. Under no circumstances must a phone be brought to any examination centre

Use of a mobile phone / device during these times will result in a sanction.

- First occasion – confiscation of the phone/device for the school day
- Second occasion – confiscation of phone/device until a parent / guardian is available to collect same from school office (Deputy Principal or Principal for a boarder)
- Subsequent occasion – confiscation and referral to Section B of the Discipline Procedures

16. TRAFFIC REGULATIONS AND PEDESTRIAN SAFETY

Please be vigilant when driving on school grounds.

- Parking for parents and visitors is provided in the car-park located between the astro-turf hockey pitch and rugby grounds
- Morning set-down for pupils is along the pathway opposite the south side of the McCutcheon Hall.
- Parking is **not** permitted in the set-down area as this is required for bus parking (from 3.30 – 4.15 p.m.) which means pupils **must** be collected from the car-park in the afternoon
- Coaches and school buses will set down and collect children at the designated area beside the bus shelter. No cars may halt here
- There is a **one-way system of traffic** around ‘The Island’, McCutcheon Hall/Administration Block.
- There is a 20km speed limit in force in all areas of the school
- Your co-operation with these Health & Safety measures is much appreciated.

17. Driving

Parents are asked to respect the speed restrictions and be watchful for pupils on all school road surfaces. For safety reasons, the Board of Management does not permit pupils to drive to and from school or to park on school property except under parent supervision in the vehicle. In exceptional circumstances **sixth form** pupils may apply to the Board of Management, on a form provided, to drive to and park a car or motor cycle at the school.

18. Nut Allergies

Exposure to nuts and nut products is life threatening to some of our pupils who have severe allergies. Under NO circumstances may pupils bring peanuts or other nut products to school or consume them here or on trips.

19. Protein Powders & Creatine

Growth promoting protein powders, Creatine, tablets or ‘shakes’ are not permitted in school and will be confiscated if found. The IRFU and other sports bodies warn against these products due to unknown chemical contents and possible long term health effects. Pupils should **NOT** use these products unless medically prescribed.

20. MEDICAL INFORMATION

Please update the school nurse and fill out a new medical form if there are any medical changes or new care needs for your child.

21. MUSIC LESSONS

Parents who require music lessons for their children should forward a note to the school to that effect as soon as possible. We plan a major expansion in the music lesson range available at school this year. Please contact the school if you would like to arrange music lessons and the Music Department staff will follow up with you.

22. SCHOOL INVOICES

A fee statement will be forwarded to the email address which you have given to the school and your bgs email account. The remainder will be posted.

23. PUPIL PERSONAL ACCIDENT INSURANCE

Summary cover information is available on our website under the ‘Apply’ heading.

We trust that your child/children will have a most successful and happy school year.

**I.F. Coombes
Principal**

July 2017.

SCHOOL SHOP AND SECOND HAND UNIFORM SHOP
FRIDAY 25TH AUGUST 2017
IN THE DINING HALL FROM 11.00 A.M. – 12.30 P.M.

SCHOOL SHOP

Rugby tops and all sports kit

New School Jackets - €50.00 each – Form 1 only

Present School Jackets Forms 2 – 6 - €10.00

Locker Combination Locks - €20.00 each

Please note all purchases must be paid for on the day.

SECOND HAND UNIFORM SHOP

Articles of school uniform, sports gear etc. will be on offer. Would-be sellers are advised that items sent in should be clean and in good condition. Suggested price, name and address of the owner and the date must be securely attached to each article.

Items that have not been sold or claimed back within two years will be disposed of by the School Committee.

* Skirts for Form I Girls may only be purchased in Kevin Bowens, South Main St., Bandon.

Volunteers – If you are available between 10.00 a.m. and 1.00 p.m. to help with the selling of slightly used uniforms please contact: Edel Flavin (087) 2491172