



BANDON GRAMMAR SCHOOL

2018 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. Over the summer much excellent work has been done to improve our facilities and safety all around the school. All the pupils will benefit from the improvements and we are looking forward to enjoying the new surroundings in an ever improving campus.

The following circular provides information on the following topics:

1. Beginning of the school year.
2. Second hand uniform shop / school shop.
3. Communication.
4. Parents representative association.
5. Enrolments 2019.
6. Boarders.
7. The school day.
8. Attendance and integrity of school time.
9. Leave-out arrangements.
10. School examinations.
11. Homework journal.
12. Supervised study for day pupils.
13. Uniform – Regulations on uniform and appearance.
14. Taking care of property
15. Telephone and mobile phones.
16. Medical information.
17. Nut allergies.
18. Protein powders and creatine.
19. Music lessons.
20. School invoices.
21. Pupil personal accident insurance.

Other:

Notification of School Shop and Second Hand Uniform Shop

Updates on Traffic Safety and Parking

Updates on Dining Hall infrastructure and arrangements.

1. BEGINNING OF THE SCHOOL YEAR

Friday 24th August – Form I Induction Day

- Form I boarders should arrive at boarding houses between **10.30a.m. and 11.00 a.m.**
- Form I day-pupils report to Deane Building by **11.15 a.m.** to receive locker allocation
- All pupils report to Lecture Theatre by **11.45 a.m.**
- Pupils may be collected at **3.45 p.m.**
- **Lunch Arrangements** – Lunch will be provided

NOTE: Coffee/Tea will be available in the Dining Room for Form I parents from **11.15a.m. - 12.30 p.m.**

See below No. 2 for **Uniform Shop/Second Hand Shop** details

Monday 27th 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. – New Boarders Report to Boarding House first on arrival.

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 28th 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 and for assemblies through the year.

Students go to tutorial meetings at **10.20a.m.**

Students will have morning break following Tutorials

Classes commence at **11.20 a.m. and Classes finish at 4 p.m.**

2. SECOND HAND UNIFORM SHOP/SCHOOL SHOP

There will be a **School Shop** in the Dining Hall on **Friday 24th 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 Isabelle Sutton on 086/0515734**

Note: Pleated 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.bandonggrammar.ie is updated regularly with a news and notices section. Our e-mail address is office@bgsmail.ie and office phone number is (023) 8841713. For boarding information or messages please contact boarding@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. Our new BGS App will be rolled out in September. Details to follow.

4. **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 Wednesday 3rd October 2018](#) at 7.30 p.m. in the Dining Hall.

5. **ENROLMENTS 2019:** Applications for places in Form I 2019 must be lodged with the school office on or before 5:00p.m. on Monday 1st October 2018.

6. 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.

7. 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.

8. ATTENDANCE AND 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.

9. LEAVE-OUT ARRANGEMENTS

- Where a pupil needs to leave school during the school day for an appointment please notify us in advance, preferably the previous day. We require email / written or verbal / phone communication from a parent(s), 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.
- **WEEKEND ARRANGEMENTS**

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.

LEAVE OUT ON FRIDAYS FROM 4.20 – 5.30 PM. OR AT 9.00 P.M.

- 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.

10. SCHOOL EXAMINATIONS

- New forms of Classroom Based Assessments (CBA's) are being phased in as part of the new Junior Cycle Programme. We will notify you of dates of CBS's in advance. In some cases these replace term and end of year 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.

11. 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.

12. 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

THIS OPTION WILL BE PROVIDED IF THERE IS SUFFICIENT DEMAND

- 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 & Friday) 4.15 – 6.00 p.m.
- Option 2 – 2 afternoons per week (choice of the above) - 4.15 – 6.00 p.m.
- 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.

13. 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 such as nose rings 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 28th 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 the pleated version available from Kevin Bowens Ltd., Bandon.
- Sports kit is to be kept clean. The correct shorts/skorts, 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.

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 Sweater with school colours - Optional | |
| 2 Red Shirts | School Tie |

Available through the school

Official School Jacket – Grey/Green

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 stilettos.
- (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 - Optional | |
| School Tie | |
| 3 Shirts – plain light blue | |

Available through the school - Grey/ Green Official School Jacket

Shoes – Black or Brown shoes only. **Boots 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 and non uniform items will be confiscated. 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. Repeated infringements will result in a school disciplinary sanction. The full support of parents/guardians is appreciated.

15. 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. Lockers must be kept locked.**
- 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, ipads, expensive mobile phones, etc.]

16. TELEPHONE

- Parents are reminded that, unless there is an emergency, boarders are only allowed telephone calls outside class, meal and study times. Urgent messages can be relayed to pupils from the school office during the day by calling (023) 8841713 or email office@bgsmail.ie

MOBILE PHONES

- Following consultation with parents, student council, other students and staff the following arrangement for mobile phones will be operated for the autumn term and evaluated prior to Christmas.

Mobile phones and related devices cause loss of concentration, disruption and the possibility of cheating in tests / examinations. **Mobile phones, or other audio/visual electronic devices and games etc. may not be used between 8.45 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. Boarding houses have regulations for mobile phone access also.

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

Note: Senior students (Form V & VI) may use their phones/laptops/tablets for educational purposes during study periods/prep if required with permission of the duty teacher. Abuse of this privilege will result in a sanction as outlined above. This change in policy will be monitored and reviewed during the first term.

17. MEDICAL INFORMATION

Our new Medical Centre is located on the ground floor of Richmount House opposite the school chapel. Please help us keep your child's medical records up to date. Medical Forms are filled in on admission to 1st year. If there are any changes to your child's medical or surgical history, medications or allergies or mental health, please contact me as soon as possible so I can update your child's medical records. It is essential we have the most up to date information should an emergency arise whilst students are in our care.

Similarly, if your child suffers concussion or a head injury during time outside of school please ensure this is communicated with me before your child returns to school.

Students are not allowed to keep any prescription or 'over the counter' medication in their lockers or dormitories without the Nurse's knowledge and permission. Exceptions are Emergency medication, however this must be discussed with the nurse first. Please contact me with any updates or concerns regarding your child's health. My direct line is (023) 8844337 or you can email me on schoolnurse@bgsmail.ie - Laura Gibbs (School Nurse)

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, etc., 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. Their possession, consumption or supply at school is otherwise prohibited.

20. 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.

21. 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.

22. 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 2018.

School Shop and Second Hand Uniform Shop

Friday 24th August 2018

In the Dining Hall from 11.00am to 12.30pm.

SCHOOL SHOP

Rugby tops and all sports kit – priced per item

School Jackets - €50.00 each

Present School Jackets Forms 3 – 6 - €10.00

Locker Combination Locks - €20.00 each

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

SECOND HAND UNIFORM SHOP

Only Blazers & School Jackets sold on behalf of parents @ flat rate of €15.00 (€10 returned to parent)

Please pin contact details to these items

All other items by donation please. Sold @ €2 each

Proceeds for benefits of students administered by Parents' Association

Contact for offers of help or questions to:

Isabelle Sutton – 086/0515734

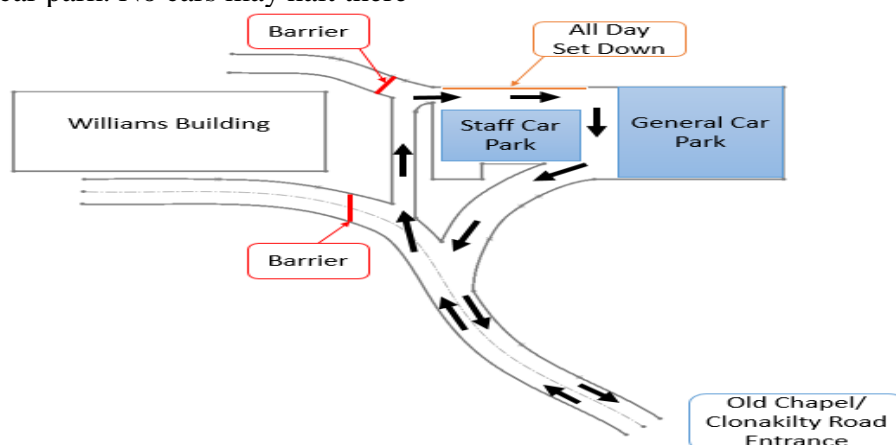
Traffic Safety and Parking

We are delighted to announce that the safety measures for safeguarding all school users by pedestrianizing the core area of the school is in place. Much thought, planning and effort by the Development Committee, Boards of Management and Directors has gone into the project overseen by Mr Bradfield.

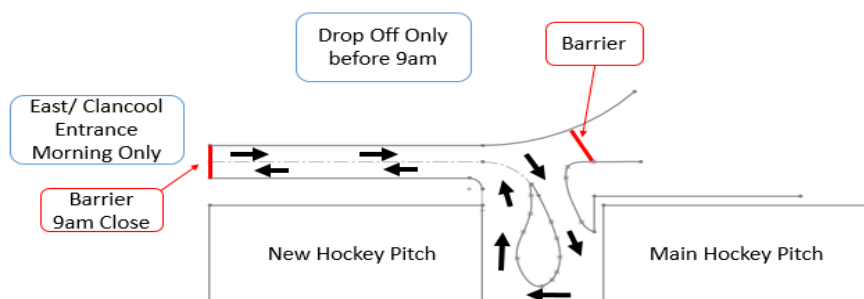
A pedestrian area now extends between the main classroom areas and pitches. We will trial traffic movement arrangements up to the October Half Term and make any changes indicated by that experience.

Please note the following:-

1. School buses and all other traffic will use the Roundhill (Oldchapel/Clonakilty N71 Road) entrance. Set down and parking is in the new car park beside the school (Old Cricket Pitch). Please see ground plan.
 - Morning set-down for pupils is along the pathway provided in the car park
 - Parking is not permitted in the set-down area. 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 in the car park. No cars may halt there



2. The East gate (Clancool Entrance) will be open in the morning only for set down of pupils at a turning circle between the two hockey pitches. No stopping or parking is possible and exit is by the same gate.



3. Roundhill House (Boys Residence) access is unaffected.
4. Richmount House (Girls Boarding) access is via the new car park and limited spaces as available at the North Door (North Wing Car Park) near the Library.
5. The North Wing Car Park is reserved for disabled access, deliveries, special duties staff only during the school day.
6. Only emergency, delivery and service vehicles will have access to the central pedestrian areas as required.
7. There is a 20km speed limit in force in all areas of the school.

8. Construction work on our second synthetic hockey pitch will continue through August and September. The area will be out of bounds to pupils and the public. Heavy vehicles are to be expected in that area.

Please allow extra time and take particular care when driving to and from the school while you become familiar with the changes. Note the traffic regulations that apply at the Oldchapel entrance as you enter the main N71 road. Your co-operation with these Health & Safety measures is much appreciated.

The developments will enhance Safety and Security for the school population. Exciting new possibilities for use of the newly cleared space will also result and we look forward to exploring these with pupils, staff and parents. Thank you to our grounds staff, contractors and Mr Bradfield for completing the project on time and to our directors and patron for financial backing.

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 at the school. Any infringements in the rules will result in permission being withdrawn.

I.F. Coombes

Dining Hall has undergone an Operation of Transformation!

While the summer heatwave gave the country a new lease of life, a crew of experts took control of the BGS dining hall to give it a total makeover. With reclaimed pitched pine counters and a new 'Grab and Go' shop, the dining hall is now a foodie sanctuary for students and staff alike. A fresh coat of paint and modern colours give a softness to the industrially modern bones of the area. The concept is one of 360 degree excellence - having 'The Quaff & Scoff', a grab and go concept for those that want a gourmet sandwich or baguette, or a soup and salad box, to the hot section mirrored across the hall in 'The Kitchen Table' - where self-service hot menus with salad bars allows all guests to enjoy as much or as little for lunch and dinner as they like.

Our vision beginning this year is 'Go Green' with a motto of reduce, reuse, recycle - all packaging that we will be using is compostable, down to the straws for our smoothies, introducing a self-service element to reduce food waste and the concept designed and constructed from 80% reclaimed items.

The final aspect in our quest for excellence is making our food and offering not only well balanced, healthy and delicious but also affordable. Lunch per person for day pupils can be from as little as €12.50 per week up to full 3 course meal at €35 per week. The idea is that everyone can have a nutritious lunch that doesn't cost the earth, while enjoying the atmosphere of our new and improved Dining Room. Of course day pupils are welcome to bring their own lunch box and join with everyone in the Dining area.

Day pupil lunch options:

1. Bring a packed lunch
2. Purchase a light lunch at lunch bar – 'grab and go' shop
3. Purchase Vouchers from the school office for full cooked lunch – to be eaten in the Dining Hall.

We are very much looking forward to welcoming back our students, getting to know the new ones and having a great year together!

Ian F.Coombes
Principal.

Sandy Harrington
Catering Manager

August 2018.