

29.8.22

Dear Parents / Guardians,

We are all looking forward to the return of our students, after a busy summer making a number of improvements to our school building.

Please find below a few points of general information.

### School dinners

1. Regrettably, we have to increase the cost of the dinners in the school canteen from €3.00 to €3.50. This increase is necessary because of the ever increasing cost of food. We are unable to make the canteen payments cashless at the moment as the wifi signal in the canteen is not strong enough to support the online payment facility. We are hoping to overcome this obstacle in the coming weeks.

### Duration of lunch time

2. Lunch time is reverting to forty minutes in duration. The thirty minute lunch break was introduced as a Covid measure to reduce the amount of time students had to mingle when we had to obey the social distancing restrictions. Students and staff were surveyed about the lunch time and the preferred option by both groups is to return to forty minutes. School will now finish at **4pm** Monday to Thursday, school buses have been notified of the change in finishing times.

### School absences

3. If your child is absent from school, please forward us an absence note **via the school app**. We are no longer accepting notes in the school journal. To submit an absence note via the St. Louis app, please follow the following steps:
  - Open the St. Louis Community School app.
  - Go to the three lines at the top left hand corner of the screen.
  - Click on **absentee form**
  - Fill in your child's name, dates of absence, reason for absence, add your signature and click submit.

This information will be forwarded to the relevant year head and when approved, the absence information on the St. Louis app will sync with the absence record on your child's VShare account.

I encourage you to do your best to send your child to school every day, Covid caused a lot of disruption to learning and teaching and it is important that we all work together to improve attendance and develop good habits. We are obliged to report absences in excess of twenty days to Tusla.

### School Fees

4. Thank you to everyone who has paid the school fees, your prompt attention to this matter is greatly appreciated. Please ensure all fees are paid before your child returns to school, we are not in a position to distribute books, journals, lockers etc until all the fees are paid.

### Evening Study

5. Evening Study payments will go live on the school app this Wednesday, this payment will appear for all students but just dismiss it if you are not interested in this facility. Evening Study places are allocated on a first come, first serve basis. The cost for the two terms (up to the Christmas holidays) is €165.00. It will commence on Wednesday 7<sup>th</sup> September.
6. The Year Heads for this academic year are as follows:

<b>Year Group</b>	<b>Year Head</b>
1 <sup>st</sup> Year	Ms. Denise Nagle
2 <sup>nd</sup> Year	Ms. Aideen Ueno
3 <sup>rd</sup> Year	Ms. Ruth McNamara
TY	Mr. Murt Dunleavy
5 <sup>th</sup> Year	Ms. Nuala Whelan
6 <sup>th</sup> Year	Ms. Lynn Anderson
LCA 1 and 2	Mr. Declan Concannon

Wishing all of our students a happy and successful year,

Kind regards,

Regina.