



St. Louis Community School



Information eBook for Students transferring into
2nd, 3rd, TY, 5th, 6th Year or LCA.





Welcome

We would like to extend a warm welcome to you as you join the community of St. Louis.

You are joining a vibrant school with a team of dedicated staff, who work together to create an inclusive and successful learning environment where everyone feels happy, safe, respected and valued.

I have no doubt you will be very happy in St. Louis Community School.

Wishing you all the best as you embark on a wonderful educational journey with us,

Yours sincerely,
Ms. Regina Anderson
Principal



Mr. Grahame Cleary
Deputy Principal



Ms. Marie Flanagan
Deputy Principal



Opening Times



- St. Louis Community School welcomes students from 8.00am.
- Breakfast is served from 8.15am to 8.55am and it is free of charge.

Tea and toast
Orange juice
Cereal





Time	Class
9.00 - 10.00am	Class 1
10.00 - 11.00am	Class 2
11.00-11.20am	Break time
11.20 - 12.20pm	Class 3
12.20 - 1.20pm	Class 4
1.20-2.00pm	Lunch time
2.00 - 3.00pm	Class 5
3.00-4.00pm	Class 6

School Day

These are the class times for Monday to Thursday.

School finishes at 1.20pm every Friday.

School Layout



- Our school is basically a square on four different levels, with a piece built onto it.
- On your timetable there is a room number and within a few days, you will have figured out exactly where you are going and how you are going to get there.
- If your class is on the second floor, then the room number on the timetable will say 2-113, the first number is always the floor level.

Subjects at Junior Level (1st, 2nd and 3rd year)

All students study the following **core** subjects
Irish, English, Maths, Religion, History, SPHE, CSPE, PE, ICT.

All students choose **five** of the following optional subjects
Home Economics, Music, Art, Geography, Wood Technology,
Engineering, Business, French, Spanish, Applied Technology, Science,
Graphics.



Subjects at Senior Level (5th and 6th year)



All students study the following **core** subjects
Irish, English, Maths, Religion, Career Guidance and PE.

All students choose **four optional subjects** from the following list;
Home Economics, Music, Art, Geography, Construction Studies,
Engineering, Business Studies, Accounting, French, Spanish, Physics,
History, Chemistry, Agricultural Science and Biology.


Students also have the option to study one additional subject from the
following list, LCVP, Exam Religion, Applied Maths, Communicative
French or Spanish.



Transition Year

All students study the following core subjects;

Irish	English	Maths
Music	Geography	Business
Business	Religion	PE
French / Spanish	Safe Food Programme	OneNote



All students study each of the optional subjects, outlined below, for eight weeks.

Engineering	Biology	Home Economics
Art	Accounting	Chemistry
Ag Science	Physics	Home Economics
Career Guidance	Creative Writing	Life Skills
LIFT Programme	History	DCG
Mindfulness	RSE	Safety
Development Education	Performance Analysis	IT

Leaving Certificate Applied

LCA students study each of the following subjects for the two years of the programme.

Irish**	English and communications	Maths	Religion
ICT	Home Economics	Construction Studies	Engineering
Agriculture Horticulture	PE	Career Guidance	Vocational Preparation Guidance
Social Education	Art	ICT	

**Students with Irish exemptions will study an alternative subject.



Changing Subjects

If you want to change one of the optional subjects, please take the following steps;

- Make an appointment with Ms. Flanagan, she will check the class sizes and see if there is a space available, then she will discuss the implications of the subject change.
- Bring in a note from your parents or guardians, granting permission to change subject and present it to Ms. Flanagan, who will make the change on VShare.
- Ms. Flanagan will also inform the relevant subject teachers and the Book Rental coordinator of the subject change.

Book Rental Scheme



The cost of the book rental scheme for 2nd and 3rd year students is €90.00 per year, along with a deposit per year of €30.00

The deposit is refundable on return of the books in good condition at the end of the Junior Cycle.

We do not offer a book rental scheme to 5th or 6th year students.



Year Heads

(and where you are most likely to find them):

1st Year - Ms Nagle (Room 2-06)

2nd Year - Ms Ueno (Art room)

3rd Year - Ms McNamara (Room 2-206)

TY- Mr Dunleavy (Engineering room)m)

LCA - Mr Concannon (Woodwork room)

5th Year - Ms Whelan (3-127)

6th Year - Ms Anderson (4-321)

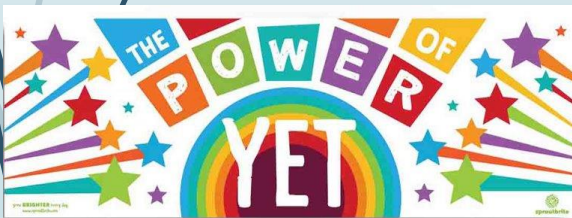
***“Every student can learn.
just not on the same day.
or the same way.”***

George Evans

Homework

When you are going home, you should bring home all the books for the subjects in which they have been assigned homework.

- You may not get homework in all of the subjects every day, as the Wellbeing subjects are part of your timetable.
- It is very important that you record all of your homework in the homework journal.



Homework Journals

- Students are asked to have their School Journals with them for every class period to record their homework.
- Parents are asked to check that their son / daughter is completing their homework and to sign the Homework Journal.
- The School Journal is to be used only for the recording of homework, and communication between parents/guardians and the school.

We ask students to keep their journals in good condition and free from graffiti.

Always try hard and do your best



School Lockers



- A locker is assigned to all students after the school fees are paid in full.
- Students must purchase a lock for their locker, Diamond's Hardware, Kiltimagh supply locks suitable for our lockers.
- If a student loses their locker key, they may contact either Aiden or Brendan, who will cut the lock off the locker.
- It is important that students change their books at break and lunch time, to avoid their schoolbags being too heavy.



Procedures for Students Arriving Late or Leaving Early

- If a student arrives late in to school, they must be accompanied by their parent or guardian and sign in at reception.
- This rule is to ensure our students are kept safe at all times.
- The same rule applies, if students need to leave school early.

Respect

- We expect all students in our school to treat every other member of the school community with respect at all times.
- This includes fellow students and all staff members in the school.

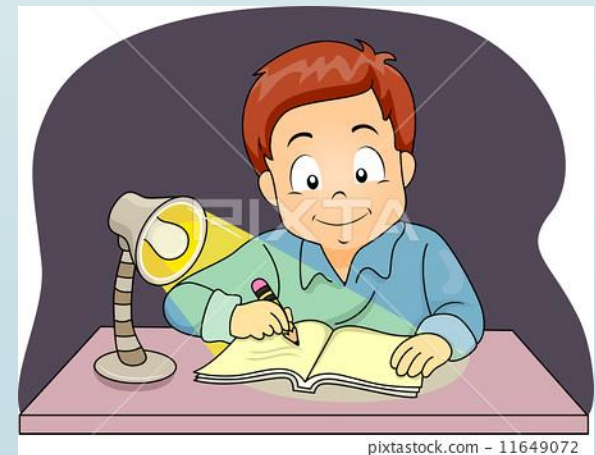


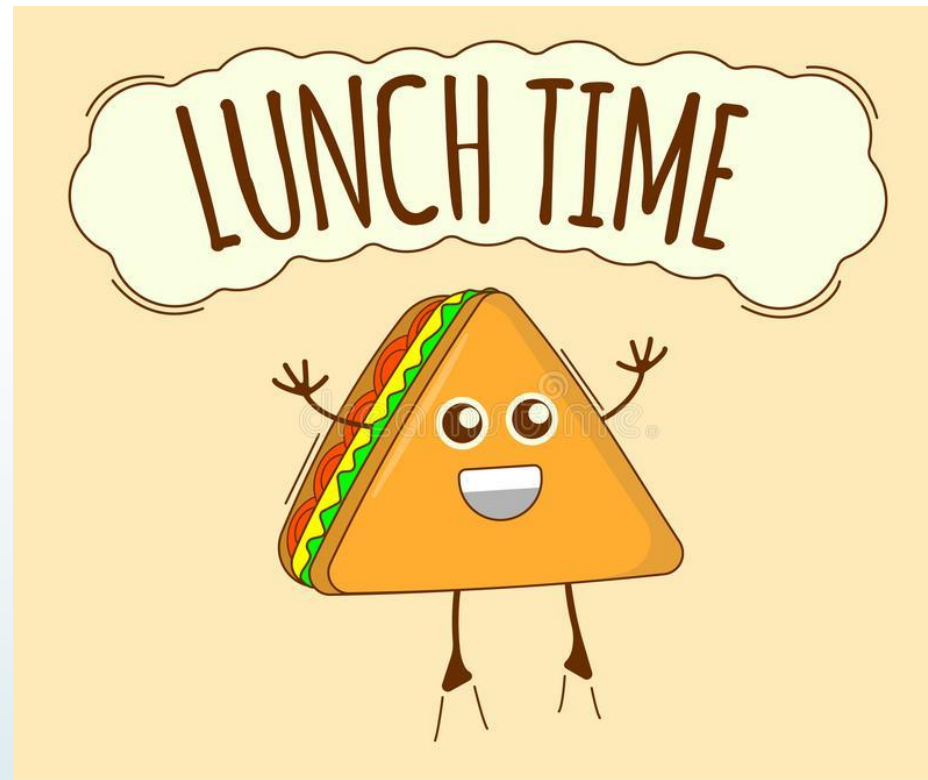
After School Evening Study

Evening Study is available to all students from 4.15pm to 6.15pm, Monday to Thursday and 2.00pm to 4.00pm on Friday.

This is a quiet, study facility, students do not get help with their work.

There are costs involved in attending Evening Study.





- 1st, 2nd and 3rd year students, are **not allowed** down town or out of the school grounds between 9am and 4pm.
- Senior students are not allowed out of the school grounds between 9am and 4pm, other than at lunchtime between 1.20pm and 2.00pm.



School Canteen

- The canteen is open at break time and lunch time every day.
- A sample lunch time menu is outlined below.
- All the dinners cost €3.50

**Cabbage and bacon
Beef lasagne
Chicken Curry
Spaghetti Bolognese
Pasta Carbonara
Breaded chicken, veg and potatoes.**

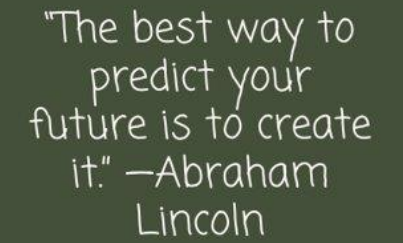


- Students are always encouraged to ask for help when needed.
- Our students will only be glad to help you, or you can ask any teacher or any member of staff, if you have a problem.



If you feel Sick in school

- If you feel sick and you really cannot stay in school, tell your class teacher that you don't feel well and you want to go home.
- Then gather your belongings, go the school office and tell Rena or Imelda that they want to go home. They will ring your parent or guardian to collect you.
- The student's contact numbers are available on our school administration system.
- A student cannot leave the school without their parents or guardians calling to the school office to sign them out.



"The best way to
predict your
future is to create
it." —Abraham
Lincoln



School Uniform

Girls

- Navy v neck jumper with crest
- Cream, cotton, uniform blouse worn with collar turned down.
- Knee-length, pleated, check uniform skirt or navy uniform trousers.
- Plain (not embellished), flat, completely black shoes.

A dark grey arrow points to the right from the left edge of the slide. Several thin, light blue lines curve downwards from the arrow's tip towards the bottom left corner of the slide.

School Uniform

Boys

- Grey uniform shirt.
- Wine uniform round neck jumper with crest.
- Dark grey uniform trousers.
- Black shoes or runners without coloured branding.

Non-Uniform Days

- Occasionally we organise non uniform days in aid of local charities.
- Students are permitted to wear their own casual clothes on days like these.
- Parents will be notified of such days.



PE Class



- When you have your PE class, please bring in your own PE gear and change into it in the changing rooms.
- We do not have a PE uniform.
- Please ensure all your items of clothing and footwear are clearly labelled.

Pastoral Care Supports

If you require emotional support in school, please contact any of the following;

Name	Role	Email Address
Ms. Walburg Ruane Office is on 4th floor	Guidance Counsellor	Walburg.ruane@stlouiscs.com
Ms. Trish O'Brien Office is on 4th floor	Chaplain	Trish.obrien@stlouiscs.com
Ms. Tracey Kenny Office is on 3rd floor	Guidance Counsellor	Tracey.kenny@stlouiscs.com
Mr. Fearghal O'Hara	Support Teacher	Fearghal.ohara@stlouiscs.com

Student Supports outside of School

Venue	Service	Telephone Number
Mindspace	Mental Health Service	086 1844995 0949367001
Knock Counselling Centre	Counselling service for 12-18 year olds.	094 9375032
Family Centre, Castlebar	Counselling, Bereavement Support	094 9025900
Pieta House, Tuam	Suicide and Self-Harm Crisis Centre.	093 25586

Microsoft Office

All of our students will be set up with a Microsoft Office 365 account and they will have access to Word, Excel, PowerPoint, OneNote email and Teams.

Our ICT Acceptable Usage Policy is developed to guard the use of these facilities.

www.stlouiscs.com

Our School
Policies

IT support – If you need assistance, please contact your IT (Computer) teacher.



VShare

- VShare is our school administration system, you can access your timetable and term reports through this app.
- If you have any difficulties logging onto VShare, please contact Rena in the administration office.





The School App



The **St. Louis Community School App** is our primary means of communicating with parents, we don't send out any information by post. To download this app, please take the following steps;

- Go to the App store.
- Type St. Louis Community School into the search tab, our school crest will appear beside the school name.
- Click download, then click open.
- Read and accept the terms and conditions
- Click I am a Parent / Guardian, then click Next
- Enter the mobile phone number that is registered with the school
- A one time code will be sent to you via text message
- Enter the code, then enter your email address and create a password
- Click register, Next and follow the instructions on the screen.



Assessments

Students will have two sets of formal assessments at Christmas and the end of the year, they will also have various class tests throughout the year.

Reports.

All student assessment reports will be available on VShare under the Assessment tab.

If you have any difficulty accessing these reports, please contact the school office on 094 93 81228



School and class rules are clearly laid out in the student journal and these must be read and agreed to, by the student, who signs that they will abide by them.

Students must leave the classroom in an orderly manner when class is dismissed.

Written permission from a teacher, Year Head, Deputy Principal or Principal, is essential when a student is absent for a class or part of a class period.

The school uniform as stated in the School Journal must be worn at all times during the school day or when engaged in school activities.

A high standard of neatness and personal hygiene is expected of all students.

Mobile phones are not permitted in the school. If found they will be confiscated and returned to the parent/guardian of the student on Friday after school.

Interference of any kind with another person's property, including school property, is a serious breach of the school's code of Conduct. Students or their parents/guardians may be required by the school to pay for the repair or replacement of property damaged by students.

Items which are dangerous, inappropriate or a cause of distraction, are not permitted in the school and may be confiscated.

Chewing gum is strictly prohibited throughout the school and grounds of the school.

Eating or drinking in classrooms is prohibited

Class Rules

In order to create a classroom environment which is conducive to learning and development, the following rules apply in the classroom:

The authority of the teacher in the classroom must be respected at all times.

Students must be on time for each class and have all materials required for class. Borrowing of books or other materials is prohibited.

Students must respect the right of their fellow students to work without hindrance or distraction. Disruptive or inappropriate behaviour is not permitted in the classroom.

An immediate apology is required for an offence caused to teacher or students in the classroom.

To answer a question or seek the attention of the teacher a student must raise a hand and wait for permission to speak.



Extra Curricular

Student Group	Coordinator
Chaplaincy Team	Ms. Trish O'Brien
Wellbeing Team	Ms. Walburg Ruane
Green Schools	Ms. Louise O'Hora
Year Book Committee	Ms. Mary Dunne
Student Council	Ms. Trish O'Brien
Prefects (6th year students only)	Ms. Nuala Whelan

After School Homework Club



You may qualify for a place in the Homework club after school, if you require assistance with your homework and you meet certain conditions.

Some of the kind ladies in the Homework Club will help your son or daughter to complete their homework and they will get free fruit and a drink.

The Homework Club starts at 4.15pm and finishes at 5.30pm Monday to Thursday.

It is supervised by our team of Special Needs Assistants.

If you would like your son or daughter to avail of this facility, please contact the school on 094 93 81228

Things to do at Lunch Time

- Play soccer on the astro turf (different days are assigned to different year groups)
- The Social Hub is open on Thursdays
- The Quiet Room is open every lunch time
- Student Council meetings are on Mondays
- Chaplaincy Team meetings are on Tuesdays



Sport

There are many sporting opportunities available in St. Louis, students may join any of the following teams at Junior or Senior level.

- Gaelic
- Soccer
- Volleyball
- Basketball
- Badminton
- Rugby



Medical Issues

If you have any medical issues, please inform us immediately by telephoning 094 93 81228

A letter will be required from your doctor, detailing the medical condition and any prescribed medication.

A medical form will also have to be completed, via the school app.





Lost Property



All items of clothing and belongings should be clearly labelled.



If property is lost or mislaid, the student should contact Aiden or Brendan.



Child Protection

If you are ever subjected to any form of abuse or harm, please ensure you report it immediately, to one of the following;

- Designated Liaison Person (DLP) – Ms. Regina Anderson
- Deputy Designated Liaison Person (DDLDP)– Mr. Grahame Cleary
- Chaplain – Ms. Trish O'Brien
- Guidance Counsellor – Ms. Walburg Ruane.
- Guidance Counsellor – Ms. Tracey Kenny.
- Any member of staff.



Mobile Phones

Must be turned off and out of sight at all times, otherwise they are confiscated until Friday after school.

Please see out mobile phone policy for more details.

www.stlouiscs.com

- Our School
- Policies.

Social Media

We have a Facebook, Twitter and Instagram page, please follow us on the various social media platforms to keep up to date with all the latest news.

Please find the links or handles below,

Facebook: St. Louis CS

Instagram: stlouiscs_mayo

Twitter: StLouisCS_Mayo



School Parking

- Parking on school grounds is reserved for staff only.
- If a student has a disability, please contact us and we will arrange for the parents / guardians to have access to a disabled parking place.



Emergency Evacuation Procedures

The following instructions must be observed by all students in the event of any emergency evacuation of the school buildings.

On hearing a fire warning or other evacuation instruction:

When in Class:

Leave bags and chair under desk.

Leave the classroom in an orderly fashion.

Exit the school by the nearest designated exit.

Assemble at your assigned assembly point for roll call.

Remain there until instructed to leave.

When not in Class:

Go to the nearest exit without delay.

Do not return for any reason.

Exit in an orderly fashion.

Go directly to your assigned assembly point for roll call.

Remain there until instructed to leave.

School Contact Details

Telephone; 094 93 81228

Email

- **Principal:** Ms. Regina Anderson regina.anderson@stlouiscs.com
- **Deputy Principal:** Ms. Marie Flanagan marie.flanagan@stlouiscs.com
- **Deputy Principal:** Mr. Grahame Cleary grahame.cleary@stlouiscs.com

- **Secretary:** Ms. Rena Conroy rena.conroy@stlouiscs.com
- **Secretary:** Ms. Imelda Reilly imelda.reilly@stlouiscs.com

- **Caretakers:** Mr. Aiden Kelly and Mr. Brendan Conlon