

St. Louis Community School



Parent's eBook for Incoming
1st Year Students.





Welcome

On behalf of the entire school community, we extend a warm welcome to you and your child, and I hope you will find this eBook both useful and informative, St. Louis Community School is a vibrant school, and our team of dedicated staff work together to create an inclusive and successful learning environment where everyone feels happy, safe, respected and valued.

We promote a positive culture, and the values of kindness and respect are at the heart of everything we do.

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

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



First Day in St. Louis

- The first day commences with a welcome ceremony, which lasts about 20 minutes.
- Parents / guardians are invited to attend with their son / daughter.
- After the ceremony, light refreshments are served to the parents / guardians.
- The students will attend an assembly.






At the assembly, the students will be given the schedule for the day, and we will answer any questions they may have. The students will then be divided into the various class groups.

When they go to class, they will get a homework journal, and their teacher will explain how to use it.

They will receive their timetable, which will also be explained in detail.

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- Later in the day the students will be assigned a locker and they will receive all the books they need for the year.
 - The Prefects will help the students to sort out the books for all the different subjects and they will help them to organise them in their locker.
 - We will be taking your child's photo at some stage during the first day, this will be used to identify him / her on the school administration system.
 - The students will get a tour of the school and if time permits, they will get to take part in a treasure hunt.
 - On the second day of school all students will have some regular classes, computer classes and some fun activities.

Subjects

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

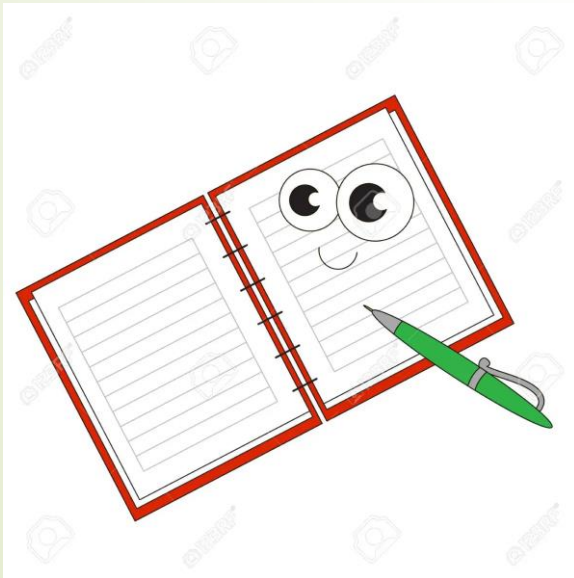
All students choose **five** of the following optional subjects
Home Economics, Music, Art, Geography, Wood Technology,
Engineering, Business, French, Spanish, Technology, Science, Graphics

- Unless they have an Irish exemption



Materials Required for the First Day in St. Louis.

- School bag
- Copy
- Biro
- Snack for break time or €2.00 for the canteen
- Lunch for lunch time or €3.50 for the canteen.



BBBS



Our First year students get to take part in the Big Brother Big Sister programme, for one hour every Thursday morning.

Three first year students will be assigned to one fifth year student, and the aim of the programme is to help your child to develop friendships and to settle into their new school.

During the BBBS class, the students get to enjoy lots of fun activities including jiving lessons, balloon modelling, boxercise, treasure hunts, wellbeing activities, photography lessons, Frenchic classes, problem solving challenges, first aid and team building exercises.

All of our students really enjoy the BBBS programme, and they look forward to it every Thursday morning.





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 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.

Year Head

The 1st Yr Year Head for the 2024-2025 academic year is Ms. Denise Nagle.

PE Class



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

After School Homework Club



If your child had an educational assessment, they may qualify for a place in the Homework club after school.

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.

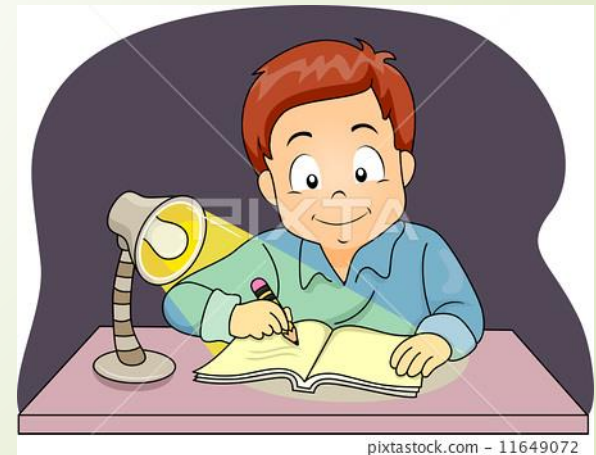
If you would like your son or daughter to avail of this facility, please contact the school on 094 93 81228

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.





If your Child feels Sick in school

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



Additional Educational Needs Team.

- Ms. Tracey Kenny (Additional Educational Needs Coordinator)
 - Ms. Heather Coleman
 - Ms. Mary Dunne
 - Ms. Andrea Maloney
 - Mr. Sean Costello
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- Please ensure all documentation, relevant to your child's additional needs, are submitted with the Enrolment form.



CAT 4 Tests

All 1st year students will be sitting the CAT 4(cognitive attainment tests) during their first two weeks in St. Louis Community School.

These tests will help us to determine the students who may require additional support.

The results of the CAT 4 tests will be sent home with your son or daughter, after we have analysed the results.



Irish Exemptions

Students will only be permitted to join the Irish exempt class, after the official Irish exemption certificate has been processed.

Students who are not studying Irish will receive either literacy or numeracy support.

Please contact Ms. Tracey Kenny if your son or daughter has an Irish exemption.

tracey.kenny@stlouiscs.com

Junior Cycle Schools Programme



The Junior Certificate School Programme (JCSP) operates within the Junior Cycle curriculum.

It is an intervention into the Junior Cycle and not an alternative to it.

It helps to make the curriculum accessible and relevant to young people who would benefit from a different approach to the Junior Cycle.

The JCSP approach involves:

- analysing students' strengths and weaknesses and taking note of any specific recurring difficulties.
- planning programmes of work which both build on students' abilities and address the main obstacles which hinder their progress.
- engaging in dialogue with young people and their parents regarding their needs and their progress in school.

Ms. Andrea Maloney and Mr. Sean Costello are the Junior Cycle Coordinators.

School Layout



- Our school is basically a square on four different levels, with a piece built onto it.
- Your child will have a room number on their timetable and within a few days they will have figured out exactly where there are going and how they are going to get there.
- If their 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.

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.

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.



School Bags



Schoolbags are extremely heavy in secondary school, if students don't use their lockers wisely.

All of our classes are one hour in duration, so the students have a maximum of six subjects in a day. When they come into school in the morning, they should go to your locker and put all of their books into it, except the books that are required for the first two classes.

At break time students should put the books from the first two classes into their locker and take out the books for the next two classes.

After they have eaten their lunch, they should put the books they had for classes 3 and 4 into their locker and take out the books they require for the last two classes.

Homework

- When the students are going home, they should bring home all the books for the subjects in which they have been assigned homework.
- They may not get homework in all of the subjects, as we try to ease them in gently with the homework.
- It is very important that the students record all of their homework in their homework journal.





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.



Changing Subjects

If your son or daughter wants to change their optional subjects, please take the following steps;

- The student must 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.
- The student must bring in a note from their parents or guardians, granting permission to change subject and present it to Ms. Flanagan, who will make the change on VShare.
- She will also inform the relevant subject teachers and the Book Rental coordinator.



Mobile Phones

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

Please see our mobile phone policy on the school website, for more details.

www.stlouiscs.com

- Our School
- Policies.

Book Rental Scheme



All of our Junior Cycle students will receive their books and stationery free of charge.

The books remain the property of the school, and they must be returned at the end of 3rd year.

We expect our students to take good care of the books we lend them.



Pastoral Care Supports

If your child requires emotional support in school, please contact any of the following;

Name	Role	Email Address
Ms. Walburg Ruane	Guidance Counsellor	Walburg.ruane@stlouiscs.com
Ms. Trish O'Brien	Chaplain	Trish.obrien@stlouiscs.com
Ms. Tracey Kenny	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

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.





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

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 your son or daughter has 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.





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.



School Payments

All school payments can now be made via the school app

- Open the school app.
- Go to the three lines at the top left-hand side of the screen.
- Scroll down to shop.
- The payment will appear here.
- Please ensure all payments are paid in full before school commences.

VShare



VShare is our school administration system.

1. Log onto stlouiscs.vshare.ie (Please ensure you use this exact address, No www. or http in front of stlouiscs.vshare.ie)
2. Then click create / reset password
3. Type in the username you received in a text message from the school
4. And the last four digits of the mobile phone number you have registered with the school
5. Create a new password for yourself.



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

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, it is available on the school website.

www.stlouiscs.com

Our School
Policies

The Microsoft Office 365 logo, featuring the red Office icon and the text "Office 365" in a red sans-serif font.



School Uniform

Boys

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



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.



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.

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

Procedures for Parent Teacher Meetings

- All Parent Teacher Meetings will take place in the new building, in the Louis Bautain hall and the classrooms upstairs.
- School will finish at the earlier time of 3.45pm on the afternoon of the Parent Teacher meetings. School buses will be notified of the early finishing time.
- The meetings will take place between 4.15pm and 6.45pm
- Please bring a biro and a list of your child's teachers with you.
- Please make every effort to attend your child's meeting.





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.

School Parking

- Parking on school grounds is reserved for staff only.
- If your child has a disability, please contact us and we will arrange for you to have access to a disabled parking place.



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.**

Sample Timetable

	Mon	Tue	Wed	Thu	Fri
08:35 - 09:00					
09:00 - 10:00	Irish 3Iri-2.1 2-116 Mairéad Garvin	History 3His-A 2-117 Una Fleming	Visual Art 3VArt-8.3 Art Rm Aideen Ueno	Visual Art 3VArt-8.3 Art Rm Aideen Ueno	Religious Education (JC Exam) 3Rel-A 2-113 Niamh Callaghan
10:00 - 11:00	Music 3Mus-4.5 2-209 Laura Morrison	Irish 3Iri-2.1 2-116 Mairéad Garvin	Social, Personal and Health Education 3SPHE-A 2-117 Elaine Duffy	French 3Fra-6.4 2-206 Ruth McNamara	History 3His-A 2-117 Una Fleming
11:00 - 11:20					
11:20 - 12:20	Civic, Social & Political Educ. 3CSPE-A 4-228 Margaret Monaghan	Music 3Mus-4.5 2-209 Laura Morrison	Home Economics 3HmEc-7.2 3-127 Nuala Whelan	Mathematics 3Mat-1.5 2-08 Tony Duffy	Science (JC) 3Sci-5.3 3-121 Tony Duffy
12:20 - 13:20	English 3Eng-3.2 2-07 Lisa Doorly	Religious Education (JC Exam) 3Rel-A 2-113 Niamh Callaghan	Physical Education 3PE-A GYM B Michaela Walsh	Irish 3Iri-2.1 2-116 Mairéad Garvin	Mathematics 3Mat-1.5 3-316 Tony Duffy
13:20 - 14:00					
14:00 - 15:00	Science (JC) 3Sci-5.3 3-121 Tony Duffy	Mathematics 3Mat-1.5 2-03 Tony Duffy	Computing 3Com-A 3-316 Elaine Duffy	Home Economics 3HmEc-7.2 3-127 Nuala Whelan	
15:00 - 16:00	French 3Fre-6.4 2-206 Ruth McNamara	Physical Education 3PE-A GYM B Michaela Walsh	English 3Eng-3.2 2-07 Lisa Doorly	English 3Eng-3.2 2-07 Lisa Doorly	

Board of Management





The Board of Management is responsible for school governance, subject to the provisions of the Deed of Trust and the Education Act, 1998.

Le Cheile Nominees	Sr. Mary O'Connor Ms. Mary Mullarkey Mr. Michael Brett
ETB Nominees	Ms. Mary Madden Mr. Pat Forde Ms. Bernie Rowland
Staff Nominees	Mr. Brian Joyce Ms. Christina Gormally
Parent Nominees	Mr. John Conlon Ms. Liesel Ward



Contacting Teachers

All contact with our teaching staff must be by appointment only.

An appointment can be made by contacting the Administration Office on 094 94 81228

➔ Contacting your Child during School Hours

➔ Please ring the main office on 094 93 81228 to make contact with your son or daughter.

Please do not contact them via their mobile phone during the school day.



School Contact Details

Telephone; 094 93 81228

Email

- **Principal:** Ms. Regina Anderson regina.anderson@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
- **Secretary:** Ms. Yvonne Corley yvonne.corley@stlouiscs.com

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

