

Coláiste Chill Mhantáin

Parent & Student Handbook

2026-2027



School Mission Statement

In Coláiste Chill Mhantáin, we are committed to providing a positive, supportive and inclusive learning environment, where each individual feels valued and respected. In our pursuit of excellence, we provide an education that is appropriate to each individual's physical, social, moral and spiritual needs. We promote a love of learning through a rich variety of educational experiences while enabling each individual to achieve his/her own unique potential.

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Dear Parents/Guardians and Students,

We are delighted to welcome you to our school community in Coláiste Chill Mhantáin. For many of us this is a new beginning and over the coming years, it is our aim that a positive and authentic relationship will be established between all of the partners in education. Our school has excellent facilities and a dynamic, interested and dedicated staff. They are committed to the success of the school and will deliver a top-quality educational experience for your child.

This evening we invite you to form a partnership with us that will grow and develop and that will encourage the overall positive development of your son/daughter while enrolled in this school.

Your consistently supportive attitude towards the school and its ethos will be very important to your son/daughter. Indeed, it is vitally important for all of us involved in this educational partnership.

Consequently, we ask you to keep in close contact with the school. This may involve contacting the class Tutor, the Year Head or ourselves to enquire about the performance, the contentment or the behaviour of your son/daughter. We encourage and indeed require you to attend school functions because in doing so you are supporting your son/daughter.

Please remember that when your son/daughter enters secondary school she/he can still benefit from our interest, our support and our encouragement. As parents and school, we can work together to foster positive self-esteem, motivation and fulfilment in the young people for whom we are responsible. Let us hope that when the time comes for these young adults to leave school and perhaps home, that they will have had a positive start in life and that they will be enabled to make a meaningful contribution to society in the future.

This booklet is designed to help you support your son/daughter. The Handbook cannot detail every eventuality however, it is designed to at the very least provide a platform for communication and support. It is divided into two sections.

- i) Sets out to help you to understand how our school operates.
- ii) Aims to provide you with the support mechanism required to effectively supervise your son/daughter's work and so to help him/her to develop good study techniques and habits as well as a positive attitude towards school.

As we set out to work with and for your child let us make it meaningful and rewarding for all concerned.

Padraig Donoghue **Bosco Guinan, Laura Casey, Caitríona Smith**
Principal **Deputy Principals**

BOARD OF MANAGEMENT

A Board of Management has been appointed to the school to ensure, through the Principal and the teaching staff, that;

- The needs of students, individually and collectively are identified and responded to by the school.
- School plans, agreed by the educational partners are developed, implemented and regularly evaluated.
- The curriculum, assessment and general education provisions within the school are of a high quality and meet the requirements prescribed by the Department of Education.
- Management and staff development needs are identified and provided, within available resources.
- Procedures are in place through which parents can receive full information on all aspects of their children's educational progress including access to their children's records.
- The school complies with all the rules and regulations as prescribed by the Department of Education.

Members of the Board of Management 2026-2027

KWETB Nominees

Mr Mick Larkin

Cllr John Snell

Mr John Cullen

Nominees of the Archdiocese

Mr Ray St John

Ms Noreen de Hora

Ms Susan Hill

Elected Parent Representatives

Ms. Aisling Seery

Mr Stephen Delaney

Elected Teacher Representatives

Ms Aoibhe McCarthy

Ms Gillian Thornton

Community Representative

To be confirmed

Secretary to the Board

Mr Padraig Donoghue

Coláiste Chill Mhantáin Coláiste Chill Mhantáin
School Calendar 2026-27

August		
Day	Date	Event
Thursday	27th Aug	Staff Development Day & Planning 9:00 am First Year Student and Parent Induction Evening 7:00 pm
Friday	28th Aug	Staff Development and Planning Day 9:00am
September		
Day	Date	Event
Monday	31st Aug	First Year student induction and classes commence at 8:48 am
Tuesday	1st Sept	First, Second- & Fifth-Year students <u>only</u> , commences at 8:48 am Transition Year Information Evening for students and parents 7:00 pm Leaving Certificate Applied Information Evening for students and parents 7:00 pm
Wednesday	2nd Sept	Third, TY & Sixth Year students return, and all years in classes as normal at 8:48 TY Module 1: Wednesday 27th August to Friday 9th October
Friday	11th Sept	First Year Glendalough Walk with Pastoral Care Team
Monday	28th Sept	School closed
October		
Day	Date	Event
Thursday	1st Oct	Open Evening 6:00-7:30 pm
Monday	5th Oct	Black History week
Friday	9th Oct	World Mental Health Day
Monday	12th Oct	Maths Week TY Module 2 - begins
Monday	19th Oct	Third Year Parent/Teacher/ Students meeting 4:00-6:30 pm School ends at 3:30 pm
Thursday	22nd Oct	Parents' Association AGM 7pm
Monday 19th – Friday 23rd October TY Work Experience Week 1		
Mid-term break: Monday 26th October to Friday 30th October (Inclusive)		
November		
Day	Date	Event
Monday	2nd Nov	School reopens at 8:48 am Stand Up Week
Monday	9th Nov	Science Week
Tuesday	10th Nov	School closed – Teacher Training Day “A Whole School Approach to Planning for Learning at Senior Cycle”
Sunday	15th Nov	Spanish Language & Cultural Trip Sunday 15th – Saturday 21st November
Monday	16th Nov	Mock LCVP Interviews for Sixth-Year students commence Bí Cineálta Week
Thursday	19th Nov	Sixth Year Parent/Teacher/Student meeting 4:00-6:30 pm School ends at 3:30pm
Monday	23rd Nov	Geography Week
Sunday	29th Nov	German & History Language & Cultural Trip Sunday 29th November – Wednesday 2nd December
December		
Day	Date	Event
Tuesday	8th Dec	Fifth Year Parent Teacher meeting 4:00-6:30 pm School ends at 3:30pm
Thursday	10th Dec	JCSP Christmas Celebrations
Monday	14th Dec	TY Module 3 - begins
Tuesday	15th Dec	Christmas Exams commence (First, Second & Fifth Years)
Monday	21st Dec	Carol Service 3:00-3:43 pm
Tuesday	22nd Dec	Christmas Talent Show

Christmas Holidays: Wednesday 23rd December Tuesday 5th January (inclusive)

January		
Day	Date	Event
Wednesday	6th Jan	School re-opens 8:48 am
Monday	11th Jan	LCVP Portfolio Interviews commence
Tuesday	12th Jan	First Year Parent teacher meeting 4.00-6.30 pm (school ends at 3:30 pm)
Thursday	14th Jan	School closed - Subject cluster Day
Monday	18th Jan	Senior Cycle Information Evening for parents and students 7:00 pm
Tuesday	19th Jan	Information evening for incoming First-Year students 7:00 pm
Monday	25th Jan	TY & 2 nd Year P/T/S meeting 4:00-6:30 pm (school ends at 3:30 pm)
Wednesday	27th Jan	Holocaust Memorial Day Mock examinations commence for Sixth Years
Friday	29th Jan	Closing date for Senior Cycle Subject Options Form Closing date for Leaving Certificate Applied Application form Closing date for TY Application forms
February		
Day	Date	Event
Monday	1st Feb	CAO Deadline date Bank Holiday – St Bridget’s Day
Wednesday	3rd Feb	Mock examinations commence for Third Years
Tuesday	9th Feb	Mock examinations commence for 6 Eske
Monday 8th – Friday 12th February TY Work Experience Week 2		
Mid-term break: Monday 15th to Friday 19th February (inclusive)		
Monday	22nd Feb	School re-opens 8:48 am Arts Week TY module 4 - begins
Wednesday	24th Feb	Assessment afternoon for incoming First Years 2:00-4:00 pm
March		
Day	Date	Event
Thursday	4th Mar	World Book Day
Friday	5th Mar	Celebrating International Women’s Day
Monday	8th Mar	Seachtáin Na Gaeilge
Wednesday	17th Mar	Bank Holiday school closed – St Patricks Day
Friday	19th Mar	Prefect Application deadline (Fifth Year students) Senior Mentor Application deadline (Third Year and TY students)
Easter Holidays: Monday 22nd March to Friday 2nd April (inclusive)		
Saturday	20th Mar	Irish and MFL Leaving Certificate Orals commence on 20 th March
April		
Day	Date	Event
Monday	5th Apr	School re-opens at 8:48 am
Monday	19th Apr	TY Module 5 - begins
Friday	30th Apr	School closed
May		
Day	Date	Event
Monday	3rd May	Bank Holiday – school closed
Monday	10th May	Mental Health and Active Week
Monday	24th May	Schools Awards Afternoon (Junior)
Tuesday	25th May	School Awards Morning (Senior)
Thursday	27th May	Leaving Certificate Graduation Ceremony
Friday	28th May	Transition Year Celebration of Success 11:30am
June		

Day	Date	Event
Tuesday	1st June	Summer exams - First, Second & Fifth Year
Friday	4th June	Summer Holidays- school closes at 1:20 pm

Leaving and Junior Certificate exams commence on Wednesday 9th June 2027
Please note that this calendar is subject to change. Any changes will be communicated

Board of Management Meetings 2026-2027

Tuesday	15 th September 2026	6:00pm
Tuesday	17 th November 2026	6:00pm
Tuesday	2 nd February 2027	6:00pm
Tuesday	13 th April 2027	6:00pm
Tuesday	18 th May 2027	6:00pm

Parents' Council Meetings 2026-2027

Tuesday	22 nd September 2026	7pm
Thursday	AGM – 22 nd October 2026	7pm
Thursday	26 th November 2026	7pm
Tuesday	9 th February 2027	7pm
Tuesday	20 th April 2027	7pm

Chapter 1: The First Week at School – A FIRST YEAR FOCUS

Changing from Primary to Secondary school can be very positive and sometimes unsettling for students:

- ☞ In Primary School from being the oldest, students are suddenly the youngest. They are accustomed to having the same teacher all day and being in the same room. Now there are many teachers and many more rooms.

NOW:-

- ☞ The school day will be longer and possibly more intense.
- ☞ They will have a range of new subjects to study.
- ☞ They will have to use a timetable themselves.
- ☞ They may have up to 10 different teachers. Each teacher will be different and will make different demands of them.
- ☞ They will have to change classrooms frequently during the day.
- ☞ They may find it difficult getting around.
- ☞ They will have more homework to do.
- ☞ They will have to be much more organised with regard to having the correct books, homework and equipment each day. (Eg *PE gear & Home Ec. ingredients*)
- ☞ They will have opportunities to be involved in a wide range of out of class activities and they must learn to balance the academic and the extracurricular activities carefully.
- ☞ They will be preparing for a major state examination for the first time.

Most students cope very well, but they will go through a period of confusion and parents can help as follows:

- ☞ Go through the timetable for the next day with your child each night for the first few weeks.
- ☞ Encourage your child to use the 'Managing Myself Checklist' in Journal every day.
- ☞ Help them to check that they have the correct books, copies and equipment for the next day.
- ☞ Help them to organise their homework so that they do it at the correct time and do not end up with a huge amount to do on one particular night.

Chapter 2: Working in partnership:

PASTORAL CARE:

In Coláiste Chill Mhantáin, we will endeavour to look after the interests of each individual student. Each student is important to us. To help us do this we have a Year Head in charge of each year group and a team of Class Tutors. The class Tutor will help your child settle in to the school and will deal with any problems that may arise. Our aim is to **establish positive relationships and to solve problems by talking them through**. It is in the interest of the student that parents would get to know the class tutor at an early stage. Do not feel that you are impinging on his/her time by looking for an appointment. He/she will be glad to meet you.

The Principal will also be happy to see you, but may not always be as available as he would like to be. In any case, the Year Head and the Class Tutor will have a more intimate knowledge of your child and his/her needs and problems.

If there are any special characteristics about your child, you should notify the Class Tutor, even though this information may already have been given on an enrolment form. We appreciate that you, as the parent, would like to ensure some focus of attention is placed on your child. It would be better if this initial focus were positive rather than the result of negative activity on the child's part at a later stage.

MENTOR LEADERS

Each year our First Year students are allocated a Fifth Year student who will help to support him/her to settle into life in Coláiste Chill Mhantáin. These Fifth Year students apply for the position, attend for interview and subsequently, if selected, undergo a formal training programme before the summer holidays.

SENIOR PREFECTS

The position of Senior Prefect is highly regarded in Coláiste Chill Mhantáin. Like our Mentor Leaders, these senior students formally apply for the position, attend for interview and receive support from a post holder in the school. The Senior Prefects form a vital link between staff and students in all years in the school. Senior Prefects act as Liaison Students with 2nd Year students and undertake other responsibilities.

STUDENT COUNCIL

Students will be elected to the Council in September and First Years are represented by their Mentor Leaders.

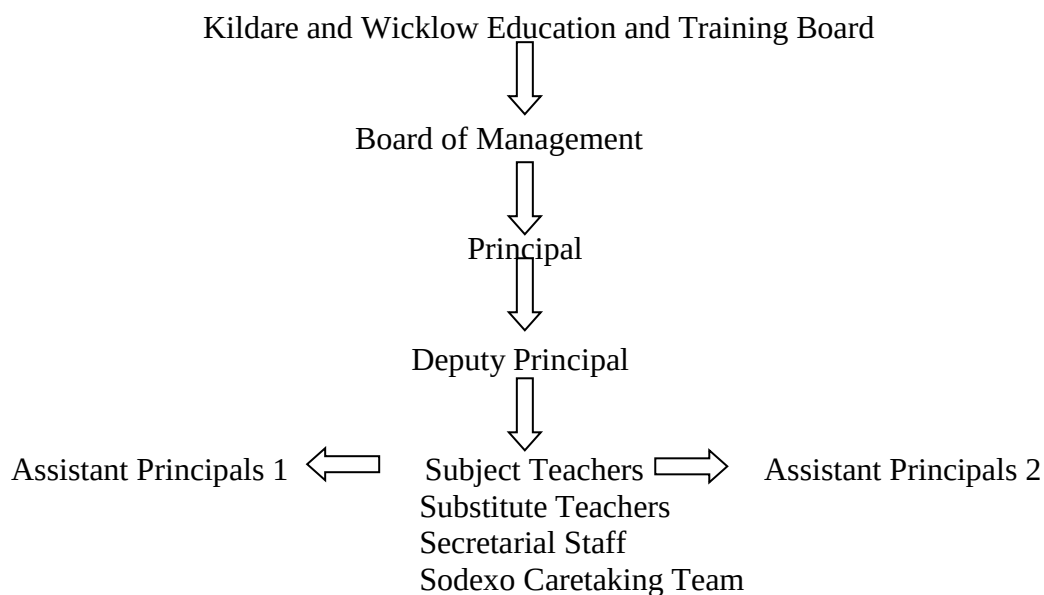
Council activities are student based and can involve such things as fund-raising for charity, student surveys, improving facilities for students. The Council, as one of the partners in education, plays an active role in the development of school policies. Ultimately it creates opportunities for development of leadership, responsibility and a sense of belonging and involvement.

GREEN SCHOOLS

Coláiste Chill Mhantáin is very proud of its Green Flag status. A new committee, comprising students, teaching and non-teaching staff, management and parents will be working tirelessly to promote the three Rs – *Reduce, Reuse and Recycle*.

All of the above school groups and committees will involve students, staff and parents working together to make our school environment a safer, more pleasant and more positive place to be.

Chapter 3: How the school is organised:



The objective of all these people/groups is to provide a quality educational service to the students.

THE SCHOOL DAY

The school day commences at 8.48 a.m. for all students. They go to the room of their Class Tutor for registration each morning.

Classes start at 9.00 a.m. and continue at 58 minute intervals.

Leaving School during the day:

Students are **not** permitted to leave the school grounds during the school day. However, should a situation arise where a student needs to leave the school the parent/guardian must:

1. Complete the details on the school app before 8:45am.
2. Come to the main office **in person** to sign the student out.

Chapter 4: School Uniform

Junior Girls

Red V neck jumper with white trims and crest.

White Flannel Blouse

Ferguson Kilt or Navy pin-striped pants

Navy School Jacket

Navy Socks/Tights

Black shoes/ Navy Dubes

Junior Boys

Red V Neck jumper with white trims and crest.

White Shirt

Navy Slacks - Virginian Style Only

Navy School Jackets

Black Polishable Shoes

Senior Girls :

Navy V-Neck jumper with white trims and crest.

White Flannel Blouse

Ferguson Kilt or Navy pin-striped pants

Navy School Jacket

Navy Socks

Black polishable shoes/ Navy Dubes

Senior Boys:

Navy V-Neck jumper with white trims and crest.

White Shirt

Navy Slacks - Virginian Style Only

Navy School Jackets

Black Polishable Shoes –

PE Uniform

This is to be worn on the days that a student has a practical Physical Education class.

This uniform can also be worn on days that students who are members of school teams have school matches.

The PE Uniform is a bespoke tracksuit, tee-shirt & training top.



- Uniforms should be clean and tidy at all times.
- **School Jackets are compulsory for students in all years.**

- Clothing which is not part of the school uniform must not be worn and **will be confiscated**.
- Hair should be kept clean and tidy and worn in a manner suitable for school.
- Skirts must not be shortened or altered and must be worn to the knee.
- Shirt/Blouse should be properly tucked into trousers/skirts at all times.
- Students may wear a white T-Shirt under a shirt/blouse.

General:

Uniform must be worn at all times during school hours.

Parents are asked to note carefully that **students who arrive in school without the proper school uniform will not be allowed to participate in classes** for that day, or until they are in full uniform. An opportunity to have the correct item/s of uniform delivered to the school will be given.

Only notes from a recognised medical practitioner will be accepted as an excuse for not wearing uniform. Notes from parents are not acceptable in this instance.

It is strongly recommended that students should take off their uniform when they arrive home. Please note that students who wear uniform after school are still identifiable with the school and school rules apply.

Chapter 5: Bags, Lockers, Books, Covers:

- ☞ Get a school bag with two shoulder straps, because it will spread the weight evenly and it will leave the student's hands free.
- ☞ A school locker is available at a nominal rental fee. Details will be given to your son/daughter.
- ☞ Ensure that all rental books are properly covered. Students are responsible for returning books in good condition.
- ☞ Remember that all books under the **Book Grant** scheme are the property of Kildare and Wicklow Education and Training Board. You may be charged a fee if they are not returned in good condition.

Chapter 6: Meals:

- ☞ Good food/diet is very important for school students.
- ☞ What your child eats will affect his/her performance each day.
- ☞ A good, healthy breakfast is essential.
- ☞ School work is hard and tiring, so a good, healthy lunch is recommended if the student is to make the most of the afternoon classes.
- ☞ Our canteen serves a range of food.
- ☞ To eat healthily please:
 - ❖ Avoid breakfast & sausage rolls
 - ❖ Vary the type of bread you use from day to day.
 - ❖ Vary the sandwich fillings
 - ❖ Include some fruit each day
 - ❖ Avoid fizzy drinks (they are banned from Coláiste Chill Mhantáin) – drink water
 - ❖ Include yogurt a couple of times each week.
 - ❖ Limit junk food

Chapter 7: Medical Matters:

- ☞ **Parents should supply us with a telephone contact number in case of emergency.**
- ☞ When a student gets ill at school, we will contact the parents to come and collect the student. We cannot allow the student home if there is nobody at home.
- ☞ We cannot give medicine to students without the expressed permission of the parents.
- ☞ Parents should ensure that the school is aware of any long term medical condition.
- ☞ Parents should inform the school of any allergies a child may have.
- ☞ All information will be treated in the strictest confidence.

Chapter 8: Bullying:

In recent years there has been an increased awareness of the seriousness and implications of bullying worldwide. In Coláiste Chill Mhantáin we in consultation with all partners revised our policy on bullying. We will work closely with parents & students to avoid such behaviour and to support students involved. Cyber bullying is a significant cause for concern. Any content or images posted on social media sites should be of an appropriate manner. Parents should have oversight on any accounts held by students.

Chapter 9: Peer Pressure:

- ☞ Peer pressure is that pressure which is exerted by a group on individuals to behave and act in a particular way. This pressure is most evident in the following areas:
 - ❖ Fashion
 - ❖ Hair Styles
 - ❖ Behaviour
 - ❖ Study
 - ❖ Socialising, smoking, use of alcohol or drugs
 - ❖ Sexual activity
- ☞ These pressures are widespread and are not confined to any particular type of student or to any particular school.
- ☞ While accepting that your son/daughter will be subject to peer pressure, bear in mind that some of this pressure may be good and positive. However, the reverse may also be true. It is best handled by having clearly understood rules and by networking with other parents.
- ☞ When your son/daughter is going out always ask the following questions:
 - ❖ Where are you going?
 - ❖ Who will you be with?
 - ❖ What time will you be home?
- ☞ **Check out the answers occasionally to ensure you are being told the truth.**
(With the school or with parents of other children concerned)

- ☞ Never allow your son/daughter to be in situations that are not good for him/her.
- ☞ Always give good example to your children.

Chapter 10: Child Protection:

If we become aware that a student may be at risk we have a responsibility to report the matter to Tusla, who will carry out an investigation. Please see our school website/main office for full details of our Child Safeguarding Statement and Children First Policy.

The designated Liaison Person (DLP) is Mr Padraig Donoghue
The Deputy Designated Liaison Person (DDLp) is Ms Laura Casey

Chapter 11: Discipline:

- ☞ It is school policy to approach discipline from a positive viewpoint. For instance, school outings and trips are organised as a reward for good behaviour and co-operation.
- ☞ Our first & second year students have a Positive Merit Sticker system as a reward for achieving particular goals and improvements
- ☞ All parents should access the Code of Behaviour at the start of each year; see website
- ☞ If you have any questions about the school rules please contact the Principal.
- ☞ Remember that the school rules are designed to promote the educational and developmental welfare of a large number of students.
- ☞ The principles of natural justice apply where serious sanctions are imposed.
- ☞ **If your son/daughter is the subject of school sanctions, you should seek to work with the school authorities in an effort to improve whatever aspect of your son/daughter's performance is at issue and together a resolution will be found.**

Chapter 12: Making a complaint:

- ☞ Most complaints can be dealt with by a member of staff, including the Principal.
- ☞ It is advisable to process all complaints through the Principal, in the first instance.
- ☞ The Principal will set up a meeting as required.
- ☞ If this does not resolve the matter you should seek a private meeting with the Principal. The Principal can then act as a mediator in an effort to reach a satisfactory solution.
- ☞ Any complaints regarding the day-to-day running of the school should be directed at the Principal.
- ☞ Any complaints to the Board of Management/KWETB should be in writing.
- ☞ Coláiste Chill Mhantáin will not entertain anonymous complaints.
- ☞ All complainants will get a hearing and conclusions reached will be governed by principles of fairness and good practice.

Chapter 13: Parent/Student teacher meetings:

- ☞ Parent-Teacher meetings for each year group are held once a year. It gives parents an opportunity to meet and establish relationships with their son/daughter's teachers.
- ☞ The format for Second, Third, TY, Fifth & Sixth Year allows for students to be in attendance with their parents to engage with teachers and hear feedback.
- ☞ The teacher will be mainly concerned with the academic progress and behaviour of your son/daughter and is expected to give a balanced, honest and professional opinion.

- ☞ Parents should make every effort to attend these meetings because by attending you send out signals of support to your son/daughter.
- ☞ If there is a particular problem, which will take some time, you should make an appointment to see the relevant teacher at another appointed time.

Section 2

Chapter 1: What should you expect from your Son/Daughter?

- ☞ The 'job' of any student is to study his/her course. There is no need to make any apology for insisting that your son/daughter does this 'job' properly. It is not just a matter of ability, because at the end of the course it is not just ability that determines the result. **Motivation and the amount of work/study put in will make a very significant contribution.**
- ☞ There can be no excuses for persistent neglect of school work.
- ☞ Excuses count for nothing in exams. Remember that the student is still a child and, as such, is in need of guidance and firmness.
- ☞ First Year can set the tone for future commitment to your students and indeed access to Higher Level Class so it is important that students are given every opportunity at home and in school to shine.

Chapter 2: Parents must be positive:

- ☞ **The responsibility for learning now rests firmly with the student.** Students who accept this responsibility are most likely to achieve at second level.
- ☞ Parents have a responsibility to help their son/daughter develop a positive attitude to their studies.
- ☞ Opportunities to avoid work will increase and therefore it is essential that the student takes on the responsibility for his/her own work. This includes meeting deadlines regarding the presentation of work on time.
- ☞ Parents should encourage their sons/daughters to play an active role in extra curricular activities which promotes a healthy balance with their school work.

Chapter 3: Homework/Study:

- ☞ First Year students should do between 1½ and 2 hours homework/study each school evening. See Homework Policy
- ☞ This should be supervised and monitored by the parents.
- ☞ The **homework journal** should be **checked daily** and **signed weekly**.
- ☞ Ensure that your son/daughter has a warm, quiet and comfortable place in which to study.
- ☞ Set a time at which your son/daughter does homework/study and keep to it.
- ☞ Coláiste Chill Mhantáin will be providing study facilities for students.
- ☞ Homework can be written or learned and it should be checked by parents for neatness and accuracy.

Chapter 4: The First Major Assessments:

- ☞ Students in Coláiste Chill Mhantáin will be regularly assessed (using the advanced learning technique of Assessment for Learning - AFL)
- ☞ The tests will be formal and will be held during class time and will be held under strict exam conditions
- ☞ Results are entered on the student's permanent record
- ☞ The best way to prepare for tests is to work conscientiously during the term and to revise regularly
- ☞ Give your son/daughter the following advice prior to tests / exams:
 - a) Always do the required number of questions.
 - b) Read the paper fully.
 - c) Check the back of the paper - there may be further questions there.
 - d) Ensure that too much time is not spent on any one question.
 - e) Write full and wholesome answers. Students get no marks for blank pages.
 - f) Eat a good breakfast and lunch.
 - g) Get a good night's sleep.

Year	December	March/April	Late May
First Year	Standardised Christmas TT Exams 12 wks content	Mid Term – Easter Assessment 8 wks content	Standardised Summer TT Exams Full Year content

Chapter 5: School Reports/ Student Files:

- ☞ Parents must check the students journal for regular class test results and reports.
- ☞ Formal standardised Reports are issued to parents at **Christmas** and **Summer**.
- ☞ The school report is an important means of communication and parents are expected to act on it, either by praising the student or by encouraging them to do better.
- ☞ Each student has a file and details of his/her progress are kept in this file which will form the basis for official school references etc. when the student finishes school.
- ☞ Parents will have to log into VSware to access school reports – a text will be sent to all parents when the reports are available for viewing. Should you experience any challenges with this process please contact the school office.

Chapter 6: Attendance at school:

Absence from school causes problems for students

- ☞ They miss valuable work and may have difficulty in catching up
- ☞ It affects students' performance in examinations
- ☞ It can hinder the ability of students to achieve

It has been proven that those students who do best at school get the best jobs and those students who attend regularly do best at school

It is essential that **the integrity of the school year** is observed. We would ask you not to arrange family holidays during school term time.

If your son/daughter has to be **absent for a period of time** you should let the school know (beforehand if possible).

When your son/daughter is absent for a **short period**, insist that he/she contacts a friend to get homework/work covered during the period of absence.

- ☞ Don't allow your son/daughter to stay at home for **petty or minor reasons**
- ☞ Arrange **medical/dental appointments outside of school time**, where possible
- ☞ If you suspect that a student is 'mitching', please notify the school.
- ☞ A student who is absent must bring a note or a doctor's cert **on the day of return** explaining the reason for the absence.
- ☞ A student who is absent for 20 days or more in a school year will be reported by law to Tusla.

If your son/daughter is absent for a **prolonged period** of time, it is essential that you arrange through the class tutor/year head to have work sent home.

If you are unsure as to why your son/daughter **does not want to attend school**, please contact the Year Head or Principal to relate your concerns.

Chapter 7: Underachievement:

Even some of the brightest and most intelligent of students do not reach their potential. Why is this?

- ☞ Part-time work: Students cannot serve two masters. They cannot study and work at the same time.
- ☞ An adult-type social life: The development from childhood through adolescence to adulthood **should be slow and incremental**.
- ☞ Peer Pressure: Sometimes it is not 'cool' to study.
- ☞ Poor attendance: Students cannot learn if they are not in school.
- ☞ No targets/goals: Students should be encouraged to be ambitious and to set goals and targets for themselves.
- ☞ Lack of parental support: Parental support is the most important ingredient for success at school. Sometimes parents misinterpret what support is about. It very often means **making hard decisions that will not be popular with your son/daughter**.

Chapter 8: Conclusion:

Your son/daughter will, in all probability, attend Coláiste Chill Mhantáin until s/he completes their Leaving Certificate. S/he will develop both physically and in his/her knowledge of the world, in that time. This can be a difficult time for teenagers, because they are in the process of “finding themselves”, of testing their feelings and relationships with others.

You, as parents, may have difficulty in maintaining a balance between allowing your son/daughter scope to develop his/her personality while at the same time setting clear limits to exercise their freedom. We hope you will share with us a “*firm but fair*” approach.

Finally, each young person, regardless of his/her academic ability, should be made aware of his/her unique value as human beings. We welcome it and we applaud it. Therefore, reward and recognition are very important elements of his/her development both at home as well as in school.

SECTION 3

Chapter 1: Coláiste Chill Mhantáin Parents’ Association:

The Parents’ Association is to be an integral part of the school. It will make a vital and valuable voluntary contribution to the growth and development of Coláiste Chill Mhantáin. The aims of the Association are as follows:

- ❖ To promote co-operation between school and home
- ❖ To promote awareness and the sense of educational partnership between parents and the school
- ❖ To act in a consultative capacity in relation to school policies and guidelines
- ❖ To encourage parent participation in promoting, developing and financing extracurricular activities for the school and its students
- ❖ To organize, develop and promote talks, seminars and open days for students and parents
- ❖ To meet the Principal or his representatives if necessary to bring her/their attention to concerns of parents (such concerns should be brought to the attention of the Parents’ Association in writing and the source of same should be identifiable)
- ❖ To represent the views of parents on the National Parents’ Council and Kildare and Wicklow ETB Parents Forum.