

ADMISSION POLICY

St Mary's C.B.S. Enniscorthy Admission Policy for 2018-2019

1. Type of School

St Mary's C.B.S. Enniscorthy is an all boys Catholic voluntary secondary school under the patronage of the Edmund Rice Schools Trust.

2. Characteristic Spirit

The characteristic spirit of our school is based on the vision and values of the Edmund Rice Schools Trust Charter. The five characteristics of an Edmund Rice school underpin the operation of Edmund Rice Secondary School, namely:

- Nurturing faith, Christian spirituality and Gospel-based values,
- Promoting partnership,
- Excellence in teaching and learning,
- Creating a caring school community,
- Inspiring transformational leadership.

For further information on the Edmund Rice Schools Trust and the Edmund Rice Schools Trust Charter, see www.EdmundRiceSchoolsTrust.ie

St Mary's C.B.S. is a Catholic school in the tradition of Blessed Edmund Rice. We aim, with the resources available, to provide the best possible environment in order to cater for the cultural, educational, moral, physical, religious, social, linguistic and spiritual values and traditions of all students. We show special concern for the disadvantaged and we make every effort to ensure that the uniqueness and dignity of each person is respected and responded to. We realise too, that we must cater for the changing needs of to-day's world and towards that end we frequently review our various programmes. Being keenly aware of the ever-increasing effect of outside influences on the lives of our students, we are even more concerned to maintain Catholic values and practices.

We express our commitment to the Edmund Rice Charter by the quality of relationships in the school community. We have a special commitment to the

pastoral care of our students and we have a student support team who meet each week to organise assistance to students who may be having a difficulty in any aspect of their life.

We have a religious education team who provide religious education and seek to nurture the faith formation of the school community. Liturgical celebration of the major feasts is a focal point for our school.

We have a special relationship with our partner school in Sierra Leone, Holy Rosary School in Bo. Through our immersion programme we have visited their school, hosted teachers from Holy Rosary School and we have worked through projects together with the support of Worldwise.

3. Operating Context

St Mary's C.B.S. operates within the legal context of

➤ Relevant sections of:

- Education Act 1998
- Education Welfare Act 2000
- Equal Status Act 2000-2011
- Education for Persons with Special Educational Needs Act 2004
- Disability Act 2005
- Education Act (Miscellaneous Provisions) 2007
- Data Protection Acts 1988 and 2003: The school is a Data Controller under the Data Protection Acts. Data provided to St Mary's C.B.S. in respect of an application for admission is subject to the terms and provisions of the Data Protection Act (1998) and the Data Protection (Amendment) Act (2003). We rely on parents/guardians to provide us with accurate and complete information and to update us in relation to any changes in the information provided. Should you wish to update or access your child's personal data, you should write to the school principal.

St Mary's C.B.S. Enniscorthy also operates within the regulatory, legal and financial context of:

- The regulations of the Department of Education and Skills
- The rights of trustees as set out in the *Education Act, 1998*
- The Edmund Rice Schools Trust Charter
- The Articles of Management of Catholic Secondary Schools
- The regulations of the Department of Education and Skills and the curricular programmes so prescribed which may be amended from time to time in accordance with Sections 9 and 30 of the *Education Act, 1998*.
- The funding and resources available to the school at any given time. The financial and teaching resources of the school are provided by a combination of grants and teacher allocations from the Department of Education and Skills, voluntary contributions, and occasional fundraising. Implementation of the school plan and school policy has due regard to the resources and funding available.

Within this operating context, St Mary's C.B.S. Enniscorthy is a school that

- Is inclusive in intake
- Supports the principle of equality of access to and participation in education
- Recognises and supports the rights of parents to choose with regard to admission in secondary school
- Welcomes students with different values, beliefs, traditions, languages and ways of life and seeks to meet their particular needs, subject only to available resources and support for the ethos of the school.

4. Eligibility of applicants and admission Procedures:

This section sets out the policy of the school with regard to the eligibility of applicants and admission procedures for entry into First Year 2018-19.

4.1 Students eligible for admission to First Year

To be eligible for admission to First Year, students must

- Have reached the age of 12 years by 1st of January of the calendar year following entry into First Year (as required by Department of Education and Skills regulations)
- Have completed Sixth Class in Primary School or its equivalent
- Be willing, in conjunction with their parents/guardians, to accept the characteristic spirit of the school [see section on characteristic spirit above]
- Be willing, in conjunction with their parents/guardians, to accept in writing the school's Code of Behaviour
- Be willing to sit an Assessment Test, the date for which will be communicated in writing to the parents/guardians of the students accepted for admission at the school. This Assessment Test is not an entrance examination as the student has already been allocated a place in the school.
- Be willing to complete the detailed student data form that is included in the application form.

4.2 Admission Procedures

- To apply, parents/guardians should complete the official St Mary's C.B.S. Application Form, which will be issued at the Open Night and which will also be available from the school office and from the school website www.cbsenniscorthy.ie.
- The application form for entry into First Year in Autumn 2018 will be available from **Monday 20th November 2017**
- The closing date for receipt of completed applications for First Year for the school year 2018/19 is **Tuesday 12th December 2017**.

- When an application form, properly completed and signed, is received, it will be stamped with the date on which it was received.
- Incomplete application forms will not be processed but will be returned to the parents/guardians for completion.
- Late applications will be considered only after all applications received on time have been fully processed.

5. Allocation of Places in First Year 2018/19

Decisions regarding student admissions are a matter for the Board of Management.

As soon as possible but not later than 21 days after the closing date for receipt of completed application forms, the Board of Management shall make a decision in respect of each application, and inform the parents/guardians of the outcome in writing (as required by the *Education Welfare Act 2000*).

When a place in the school is offered, parents/guardians will be required to confirm in writing their acceptance of the place. If the place is not accepted by the date specified in the letter of offer, the offer may be withdrawn.

A maximum of **130** places will be available in First Year for the school year 2018/19. In the event that applications for admission exceed this number the Board of Management will allocate places in accordance with the following procedure:

Offer of Places

Pupils will be offered places strictly in the following order:

1. Brothers of existing or past pupils from the Feeder Schools and brothers of existing or past pupils from outside the Feeder Schools but enrolled before the 2016/17 school year.
2. Sons of staff members.

3. Students from the Feeder Primary Schools (see appendix One for a list of the Feeder Schools). If there are more applications than places available the places will be allocated on a lottery basis.
4. Brothers of existing or past pupils from outside the Feeder Schools who were enrolled in or after the 2016/17 school year. If there are more applications than places available the places will be allocated on a lottery basis.
5. Students from Primary Schools outside the Feeder Schools. If there are more applications than places available the places will be allocated on a lottery basis.
6. Students whose applications have been received after the closing date for applications on a first come first served basis.

**Students who spend their final year in a Gaeltacht school (e.g. Colaiste na Rinne) will be deemed to be part of their former school for the purpose of enrolment*

Excess of applicants

1. Only students whose applications have been received on time will be offered places in accordance with the criteria above.
2. Places will only be offered to students in a given category after all students in each previous category have been offered a place.
3. Where there are fewer places remaining than applicants in a given category, students will be offered places based on a lottery.
4. The lottery will be conducted as follows:
 - a) The lottery will be supervised by at least one of – the Principal, a nominee of the Board of Management, a nominee of the Parents Council and one independent person from outside the school.
 - b) Sometimes two or more brothers might be in the lottery. In these cases, parents will be given the choice of the brothers being treated as one entry in the lottery or being treated as individuals. If they were to be treated as one entry then all the brothers would get a place if picked out. If treated as individuals then it would be possible for one brother to get a place and another brother not to get a place.
 - c) Names will be drawn until all places are filled.
 - d) When all places are filled, names of applicants will continue to be drawn to establish the order of the waiting list.
 - e) If a vacancy arises it will be offered to the applicant highest on the waiting list.
 - f) The waiting list will be terminated on 30th September 2017.

6. Refusal in exceptional circumstances:

The Board of Management reserves the right to refuse to enrol any student in exceptional cases. Such an exceptional case could arise where:

1. The student has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education.
2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.
3. In the opinion of the Board of Management, the student's behaviour would be detrimental to the education of other students in the school, basing our value judgments on the principles of natural justice
4. The applicant or his parents/guardians, have furnished incorrect, inaccurate, incomplete or misleading information to the school authorities in the course of the application process
5. Where the parents/guardians and/or the applicant refuse to sign the school's code of behaviour.

7. Appeal Procedure:

Where the Board of Management decides to refuse admission to the school, the parents/guardians of the student concerned may appeal the decision to the Department of Education and Skills under Section 29 of the *Education Act, 1998*. The appeal must generally be made within 42 calendar days of the date that the decision of the Board of Management was notified to the parents/guardians.

8. Admission of applicants with Special Educational Needs

St Mary's C.B.S. welcomes applications from parents/ guardians of students with special educational needs. The school will use the resources (finance and personnel) provided by the Department of Education and Skills to make reasonable provision and accommodation for students with disabilities or special educational needs and will ensure that these students are free to participate in the life of the school in so far as is reasonably practicable.

While recognising and fully supporting the rights of parents/guardians to have a school of their choice for their children, the school's ability to provide for students with particular educational needs is dependent on resources suitable to those needs being supplied by the Department of Education and Skills.

Parents/guardians are encouraged to make the Board of Management aware of any special needs as early as possible, as it may take some time for the Department to process applications for the resources needed. In order to determine the specific resources, facilities and learning support required, the Board will request a copy of the student's medical and/or psychological report. Where such a report is not available, the Board will request an immediate assessment. The purpose of the assessment report is to assist the school in establishing the educational needs of the student relative to their special needs and to profile the support services required.

Following receipt of the report, the Board will assess how the school can meet the needs of the student as specified in the report. The school will also request information from the student's primary school with regard to such matters as learning support and/or resource hours. Where the Board deems that further resources are required, it will, prior to the student commencing to attend the school, request the Department of Education and Skills to provide the resources necessary to meet the needs of the student as outlined in the psychological or medical report.

A representative of the Board will meet with the parents/guardians of the student to discuss the student's needs and the school's capacity to meet them. It may be necessary for the Board to postpone the attendance of a student at the school, pending the receipt of an assessment report, and/or the provision of appropriate resources by the Department of Education and Skills to meet the needs specified in the psychological or medical report.

The school commits itself to working closely with the Special Education Needs Organiser (SENO) to ensure that students with special needs are given all reasonable assistance, subject to available resources, to achieve their educational potential.

9. Consultation and review:

This policy has been drawn up by the Board in consultation with parents, staff and representatives of our feeder schools. It is operative for the First Year intake in the school year 2018/19. It will be reviewed by the Board of Management annually. Submissions for such review are welcome and should be forwarded to the Board by 30 September 2018.

10. Ratification and Publication

This policy was ratified by the Board of Management on 15 May 2017 and was agreed for publication by the Edmund Rice Schools Trust on 11 September 2017.

Appendix 1

List of Feeder Primary Schools

1. St Aidan's Primary School, Enniscorthy
2. St Senan's Primary School, Enniscorthy
3. Gaelscoil Inis Corthaidh
4. St Mary's National School, Enniscorthy
5. The Ballagh National School
6. Ballyhogue National School
7. Ballymurn National School
8. Boolavogue National School
9. Bree National School
10. Caim National School
11. Clonroche National School
12. Courtnacuddy National School
13. Davidstown National School
14. Donard National School
15. St Aidan's National School, Ferns
16. St Eden's National School, Ferns
17. Galbally National School
18. Glenbrien National School
19. Marshalstown National School
20. Monageer National School
21. Oulart National School
22. Oylegate National School
23. Rathnure National School
24. Ballindaggin National School
25. Killealy National School

Appendix 2

HISTORY OF THE SCHOOL

There have been Christian Brothers' Schools in Enniscorthy since 1857. First their school was sited in the Cathedral Yard, then in the Shannon. From 1867 to the late 1940's, the school was housed in the building known as the Boys Club, on the Island Road. It served as both Primary and Secondary school and as a residence for the brothers.

By the 1890's the school was so crowded that the Brothers built a dedicated Monastery as a residence on the Mill Park Road. This is now the 1798 centre. The school remained on the Island Road till in the late 1940's when it was so overcrowded that new arrangements had to be made. Even renting rooms in what are now the council offices in the Market Square didn't solve the problem.

So, in 1949 a new Primary School was opened on the Mill Park Road and the Secondary school moved in beside it in the old Model School. It meant that residence and schools were once again in close proximity.

The Secondary school was extended in 1972 and in 1988 a Board of Management and a lay Principal were appointed. The Primary School was amalgamated with the Presentation Girls school in 1994 to form St. Aidan's National School. The old Model school was demolished in 1998 and the present school was opened in 1999. As the school population continued to increase after 2000 the need for extra classroom space was obvious and in 2005 the former primary school was refurbished and became part of the secondary school. This building has now been named Aras Toibín.

A further extension block of 5 classrooms and 2 resource rooms were built in 2016. This extension is named Áras Kerrigan in memory of Brother Ned (Senan) Kerrigan, a past pupil of the school, who was killed in the civil war in Sierra Leone on the 10 April 1995.

Appendix 3

SCHOOL DETAILS

School Name:	St. Mary's C.B.S.
Address:	Mill Park Road, Enniscorthy, Co. Wexford
Contact details:	Telephone: 053-9234330
	Fax: 053-9236424
	E-mail: admin@cbsenniscorthy.ie
	Website: www.cbsenniscorthy.ie
Principal:	Mr John Ryan
Deputy Principal:	Mr Brendan O'Sullivan
Chaplain:	Rev. Billy Swan C.C.
Guidance Counsellors:	Ms Bernadette Kinsella; Mr Michael Weafer
Home School Liaison Teacher:	Mr Michael Weafer
Transition Year Co-ordinators:	Mr Sean Kehoe; Ms Laura Swanton; Mr Cathal Gaule
Learning Support Co-ordinator:	Ms Catherine Murray
Number of Teachers:	54
School Secretary:	Ms Catherine Askins
Receptionists:	Ms Mary Kelly; Ms Tracey O'Leary; Ms Ellen Dempsey
Number of Ancillary Staff:	10
Class Times:	Monday 9.00 a.m. - 4.00 p.m. Tuesday - Friday 9.00 a.m. - 3.20 p.m.

The building will be open to students from thirty minutes prior to the beginning of the first class in the morning and twenty minutes after the end of the last class in the evening. Supervision is provided between these times only. The school authorities will make all reasonable efforts to inform parents/guardians of any minor adjustments in the opening/closing times which may occur on rare occasions.

Appendix 4

COURSES AND SUBJECTS OFFERED

St. Mary's C.B.S. follows the Curricular programmes set down by the Department of Education and Skills, which may be amended from time to time in accordance with the Education Act 1998 (Sections 9 and 30).

Junior Certificate Subjects***:- (3years)***

Religion
 Irish
 English
 Maths
 History
 Geography
 Science
 Business Studies
 French
 German
 Art
 Technical Graphics,
 Materials Technology Metal
 Materials Technology Wood
 Technology
 Music (*dependent on take up*)
 S.P.H.E
 C.S.P.E.
 Computer Studies (*1st Year only*)

 P.E.

Leaving Certificate Subjects***:- (2years)***

Religion
 Irish
 English
 Maths
 History
 Geography
 Physics
 Chemistry
 Biology
 Agricultural Science
 Accounting
 Economics
 Business
 German
 French
 Art
 Construction Studies
 Engineering
 Design & Communication
 Graphics
 Technology
 P.E.

The Principal allocates students to classes. Subject to sufficient demand and resources, the Board of Management reserves the right to determine on an annual basis the range and level of subjects, including the minimum number of students to justify the offering of a particular subject. Criteria for the allocation of places in a subject where there are more applicants than places: Preference will be given to those

1. Who return their subject preference forms on time.
2. Who indicate a higher preference for the particular subject.
3. Who are drawn by lottery.

In the case of technical subjects, the school will endeavour to ensure that each student will be able to do either Engineering, Construction Studies or Technology at Senior Cycle and either Woodwork, Metalwork or Technology at Junior Cycle

Formal house examinations are held at Christmas for all year groups, with the exception of Transition Year who develop a portfolio of work throughout the year.

'Mock' Examinations are completed by 6th year and 3rd year students during February/March of their examination year. Third year 'mock' examination papers are corrected externally and students must pay for the examination papers and their correction.

Students who do not sit house examinations may be required to sit such examinations at an alternative time, before proceeding with their course.

AT SENIOR CYCLE, STUDENTS MAY FOLLOW THE TRADITIONAL LEAVING CERTIFICATE, THE LCVP PROGRAMME OR THE LEAVING CERTIFICATE APPLIED TRADITIONAL LEAVING CERTIFICATE

The traditional leaving certificate is a two year course where students study Irish, English, Mathematics and four other subjects. The list of subjects on offer can be seen in the previous section. In addition to these subjects students also study Religion and P.E. as non-examination subjects.

LEAVING CERTIFICATE VOCATIONAL PROGRAMME

The leaving certificate vocational programme is a Leaving Certificate with a strengthened vocational dimension. It has a focus on self-directed learning, enterprise, work and the community. Its content is delivered through a series of modules added on

to the subjects studied for the traditional leaving certificate. Due to restrictions to staffing schedules in recent years the LCVF programme might not go ahead or may be restricted to those students who are studying a European language.

Entry Requirements

Students applying to take the L.C.V.P. Module, can opt to take it as an extra subject taken during P.E.time. In order to qualify for this Programme, Students

- must be enrolled for the traditional Leaving Certificate Programme.
- Must study a Modern European Language. This condition can be fulfilled by studying a language at Leaving Certificate Level - (French/German) or by participating in a Language class organised by the school once a week if resources permit.
- Must study the correct Subject Combinations as laid down by the Department of Education and Skills. These are available for inspection in the School during school hours.

Selection Procedure

- Students fulfilling the above Entry Requirements may apply to take the L.C.V.P. Module.
- Should there be more applications than places available; places will be allocated by lottery.

LEAVING CERTIFICATE APPLIED

The school offers an alternative programme, subject to demand and resources, to the traditional Leaving Certificate called the Leaving Certificate Applied Programme.

The Leaving Certificate Applied is a distinct, self-contained Leaving Certificate programme. It is designed for those students whose needs, aspirations and aptitudes are not catered for by the traditional Leaving Certificate programme. The Leaving Certificate Applied is structured around three main elements, Vocational Preparation, Vocational Education and General Education – which are interrelated and interdependent. This programme is characterised by educational experiences of an active, practical and student-centred nature.

Selection Procedure

One group of students is selected for the Leaving Certificate Applied programme. The maximum number of students in this class is twelve. Places will be allocated on the basis of an application form returned on time and an interview. The criteria used in the

interview will be: suitability of the programme to the student; attendance record; academic record; behaviour record.

TRANSITION YEAR

The Transition Year is a one-year programme, which comes immediately after completion of the Junior Certificate.

The aim of the programme is :-

- To provide a good academic basis for beginning the Senior Cycle Course.
- To develop aspects of the curriculum which tend not to be catered for in other courses.
- To develop teamwork through task oriented projects.
- To develop links between school and the wider community.
- To encourage students to become more responsible for their own development.
- To introduce students to a wide range of cultural and sporting activities.
- To prepare students to become responsible members of society.

The core subjects in Transition Year are:

English, Irish, Mathematics, Religion, P.E., Career Guidance

There are also a group of sampling subjects:

Business Studies, Art, Technology, Technical Drawing, Geography, Science, Foreign Language (German, French, Italian)

The students may also be involved in the following Transition Year Specific areas:

Swimming, Public Speaking, Work Experience, Community Service, Computers (Microsoft GMetrix), Media Studies, Cooking, An Gaisce "President's Award", X-Cel student enterprise programme, Various fundraising activities, Paired Reading

The students may be involved in the following activities throughout the year

Teambuilding trips, Day trips, TY Tour

Subjects, modular subjects and activities may change from year to year.

While an entry fee is not required to participate in Transition year there is a requirement for payment to participate in some of the wide range of activities in which students are involved during this year. The cost for events and activities for 2016-17 was €450, not including the TY tour.

Selection Procedure

The school is prepared to offer up to four transition year classes with a maximum of 20 students in each class. Consideration will only be given to external applicants when existing students are catered for.

Group and individual interviews will be used to allocate places. The interviews will be conducted by at least two teachers from a panel of teachers which will include the Transition Year Coordinators. The interviews will be used to allocate places where there are more applicants than places available. The interview will also be used to determine if a student is suitable for a place in transition year. Some students may not be offered a place if their behaviour record gives rise to concern about the student's ability to benefit from the programmes or concern about the effect the student's behaviour may have on the learning of other students in transition year.

Some students may be required to attend a second interview before a decision is made on whether they will be offered a place in transition year. The following scoring system will be used by the interview panel:

- Returning the Options form on time; 5 points
- Student's behaviour record; 25 points.
The students behavior record will start from the beginning of the current year.
- Contribution to the school; 30 points
Points will be awarded to students who are involved in extra curricular activities; who submit projects on time; have a good homework record; participate well in P.E. etc.
- Student's attendance record 20 points
- Performance at interview 20 points
Points will be awarded for good communication skills; display of motivation; ability to set goals; level of effort made and level of preparation made.

In exceptional cases, a place may be offered to a student without an interview. Example of an exceptional case would be a student who has a serious illness and missed a lot of school time; a special needs student with particular circumstances. It is envisioned that allocating a place in this way would only occur on rare occasions.

The fourth class will only be offered if there is a sufficient number of students who score sufficiently in the interview process to warrant the resources needed to provide it. A minimum of 76 suitable candidates will be required for the provision of the fourth class.

When the student is accepted into the transition year programme, a 'Contract of Learning' must be signed by the student and his parents/guardians and returned to the transition year co-ordinator

Appendix 5

APPLICATION TO REPEAT THE LEAVING CERTIFICATE

St. Mary's C.B.S. will consider applications from students who wish to repeat their Leaving Certificate. The school will try to accommodate 6th year students from our own school before consideration will be given to applicants from outside our school. The application process will usually take place over a two week period and a decision to offer a place will be finalised at the end of the first week in September.

Students considering repeating the Leaving Certificate will be required to

1. Organise a meeting with the school Guidance Counsellor.
Parents will be invited to attend this meeting.
2. Complete the relevant application form

Selection Procedure

The principal in consultation with the Guidance Counsellor and the teaching staff will formulate a priority list after considering the following circumstances

1. The quality of effort made by the student in the previous year
2. The behaviour record of the student
3. Whether a student failed some subjects
4. Who in the opinion of their teachers are likely to benefit from this opportunity.

In addition, agreement to repeat the Leaving Certificate will be subject to:

- The subject options available
- The places available within the subject class groupings
- The curricular restrictions of each subject area
- The provisions of the Department of Education and Science Circular M02/95

Where deemed necessary, a lottery may be used to decide the allocation of a place.

Applicants will be required to pay the Department of Education and Skills Repeat Leaving Certificate Fee before taking up a place to repeat.

Appendix 6

TRANSFER OF A STUDENT FROM ANOTHER SCHOOL

The school will make every reasonable effort to facilitate a boy seeking a transfer to our school. A consultation with the Educational Welfare Officer may be necessary. The board of management will decide on applications for admission to any year other than First Year by applying the following criteria:

All-relevant information having been made available from the applicant's previous school, the board of management will decide whether or not a transfer :-

- Is in agreement with the School Admissions Policy.
- Is possible, dependant on a place being available in the particular year group
- Is possible, dependant on compatibility between the subjects being studied by the applicant and the subjects offered by the school
- Is in the best interest of the student.
- Is in the best interest of the school.
- Is of educational benefit to the student.

Where a student is considered for a place, the decision will be taken by the board of management, in consultation with the student's parents/guardians, his former school, and if necessary the Education Welfare Officer. Such a place may then be offered immediately, or at the beginning of the next academic year.

In regards to an application where a boy has been expelled from another school the board of management will only consider such an application when all appeal avenues are exhausted in his previous school.

Appendix 7

EXTRA CURRICULAR ACTIVITIES

St Mary's provides for a wide range of artistic, cultural, social and sporting activities to develop the talents of all students and to provide them with the confidence to be involved in various activities in later life.

Sports

The school encourages all pupils to participate fully and to the best of their ability in whatever sport/s in which they are involved. The school fosters this involvement in sports by being actively supportive of the pupils and their clubs and by its own commitment to a programme of varied sports activities, both within the school and participation in inter colleges/schools competitions.

While traditionally a strong participant in both hurling and football, St. Mary's enters teams in many other sports and sports-related activities. All school sports activities are managed and supervised by staff members in a voluntary capacity. At present, transport to and from games for sports panels is provided by the school, as is all necessary team equipment. Late return from games and training may necessitate pupils being collected by parents/family members.

There are three full-time qualified PE teachers on the staff. Depending on weather and resources, the PE teacher decides what games are to be played during school PE periods, which normally constitute two consecutive class-periods per week. There is a fully equipped gym and a synthetic grass pitch used for the different sports, which are supervised by either the PE teacher or another member of staff. Participation in timetabled P.E. classes is compulsory.

The following are some of the main inter-school sports in which the school enters teams:-

Hurling

St. Mary's has a long association with the game of hurling, each year taking part in both county and provincial colleges' competitions. Training for school teams normally takes place after school and is managed by a staff member. Competitions are based on the age groups of U-14, U-16 and U-18.

Gaelic Football

Like hurling, St. Mary's has an impressive record of participation in Gaelic football. Teams are also entered in county and provincial competitions, and training for those teams also takes place after school in a properly supervised environment, with the age groups being the same as hurling.

Handball

The school has an active programme of involvement in Colleges handball, depending on suitably skilled pupils and the involvement of teachers to arrange

matches and transport. Training of such pupils arises from their association with their own handball clubs.

Soccer

A recent addition to the list of school sports, soccer participation is supervised and managed by a member of staff with assistance from parents and local clubs. School teams are entered in both county and regional competitions.

Rugby

School rugby teams are managed by a qualified member of Enniscorthy Rugby Football Club, in liaison with a school staff member. Training is done after school hours and teams are entered in provincial colleges' competitions.

Athletics

St. Mary's enters teams in provincial competitions. The school does not provide specific training in athletics and pupils taking part in inter-school competitions do so arising from their involvement with their own athletic clubs. Pupils are supervised by a staff member when participating in athletics meetings.

Rowing

The school has a rowing team who represent the school in indoor and outdoor rowing competitions.

Equestrian Events

Each year, the school facilitates entry of school teams in the national schools competitions in hunter trails and show jumping. Members of the team train with their own clubs and associations, and are facilitated where necessary with regard to school time and competition entry. This sport is dependent on the presence of students in our school with access to horses

In addition to sport the school places an emphasis on other extracurricular activities:

The following activities are currently catered for :-

- Debating and Public Speaking
- Educational Trips
- Sierra Leone Partnership
- Mentoring
- Lourdes Pilgrimage
- Leadership Opportunities, e.g. Rotary leadership competition
- Retreats
- Quizzes

Provision of these activities is subject to resources and annual review

Appendix 8

HOMEWORK AND STUDY

The school believes that study is a discipline, which must be developed. It involves both written and oral work. It is essential that the students develop the habit of study. The school homework policy outlines advice for actual time to be spent on homework and study and for other aspects of homework and study. The homework policy is available on the school website under the POLICIES tab.

The school is concerned about students having part-time jobs. The school wishes to advise parents/guardians that this interferes with progress in school.

The school provides facilities for a supervised evening study programme each day for two hours after the end of the school day. The times may vary depending on the variations of the end of the school day. Further details will be provided to students at the beginning of each term.

Saturday Study is organised for Leaving Certificate students from approximately the beginning of November, depending on demand.

Appendix 9

STUDENT COUNCIL

The school has a Student Council for the past number of years. The Council consists of students elected from each class in the school. The Coordinator of the Student Council is a member of the staff. The student council provides a forum through which the students of the school can play a full part in the development of a partnership approach to school life and issues.

Appendix 10

PARENTS' COUNCIL

St Mary's CBS Parents' Council consists of a body of parents who volunteer a few hours a month to assist in promoting a deeper appreciation among parents and pupils of the role of the school, and in so doing provide practical support for the school and its work.

Education is a continuing, life-long process in which the school plays only one of many parts. For the good of the child there must be the closest possible co-operation between home and school. A parents' council is a most valuable way of promoting co-operation and understanding between them. The council itself is an important home-school link, and can provide wider opportunities for involvement by parents.

Council members assist with school activities, provide information and promote awareness in parents regarding relevant developments in education. They also organise fund raising events and assist in various ventures, e.g. The Book Rental Scheme.

The Council meets about six times per year, usually on Monday nights. The AGM is held each year in October. Membership of the Council is voluntary and new members are invited to fill vacancies at the A.G.M. Officers are elected at the first meeting of the Parents' Council after the A.G.M.

The Book Rental Scheme

The school operates a book rental scheme for 1st, 2nd and 3rd year students. The cost of the scheme is covered by parent contributions and by grants from the Department of Education and Science.

The school is assisted in the running of the scheme by the Parents' Council and by voluntary help from parents.

Appendix 11

SCHOOL FUNCTIONS AND MEETINGS

Parent-Teacher meetings are held once a year for each year group. These meetings are brought to the attention of the parents/guardians by letter. Parents/guardians are strongly urged to attend. The meetings are held after school hours from 4.15 pm to 6.45 pm.

There are various functions and meetings during the year and parents/guardians will be notified well in advance of such meetings. Some of these meetings are held in the evening and others during the school day. The following is a sample of what can take place during the year:

- Awards Night at end of school year.
- Graduation Night (6th Years).
- Career Talks for the Sixth Year students and their parents.
- Subject choices meeting for parents of Third Year and Transition Year students.
- Meetings for parents of incoming First years.
- Various talks on relevant issues.
- 1st year parents – Subject choice for 2nd year
- Transition Year Graduation Night

Appendix 12

VOLUNTARY CONTRIBUTION

The school asks all parents to make a contribution towards the cost of the running of the school. This fund assists the costs of photocopying; reports; postage and sports. The contribution for 2018/19 will be €80 per individual or €100 per family. This figure includes Personal Accident Insurance cover (24 hour cover).