



St. Louis Secondary School

Meanscoil Lughaidh Naofa

Carrickmacross

Co. Monaghan

A 81 HF 78

6th August 2020

Dear Parents/Guardians,

I hope you have had an enjoyable summer and are adjusting to the new norms of living with Covid-19. As the start of the new school term is approaching and your daughter is preparing to start in her new school, I would like to provide you with some information.

Firstly, your daughter will start her new school on Monday, 31st August at 9.00 a.m. and finish at 3:55p.m. This is the beginning of an exciting new adventure for your daughter and we are confident that she will enjoy the experience of secondary school.

There is no need for your daughter to bring in all the books on her first day. A copybook and pen and pencil will suffice. She will be given her timetable over the first two days and will then be able to decide what books she will need for the start of her classes on Wednesday and subsequent days. She will also be allocated a locker where she can store books.

There is a fifteen-minute break from 11.40 – 11.55a.m. each day and lunch is from 1.20p.m until 1.55p.m. School finishes at 3.55 p.m. and at 1:20 pm each Wednesday. First and Second Year students are not permitted to leave the school at lunch-time. Students may take a lunch or use the school canteen which provides a food service beginning at 8.15 a.m. each morning.

Moving from primary to secondary school should be a positive experience for students. However, for some students it can take a little time to settle in and get used to a new routine. If you become aware of any difficulties in the early days, please don't hesitate to contact your daughter's class teacher or year head and we will do whatever we can to help. There will be several members of staff who will keep a close eye on First Years to make sure everything goes smoothly. These include the various class teachers, the year head, Ms Gillick, Ms Mulligan our school chaplain and Ms Harrington our guidance counsellor.

On-Line Payments

Our aim is to become a cashless school over time. We operate an online payment system for parents called EasyPay to enable parents/guardians to pay the school directly and to avoid sending money to school with your daughter. The link is accessible from our school website www.stlouiscmx.com

and you will be guided as to how to set it up. If you have any difficulty, please contact the school office. **PLEASE NOTE THIS SITE WILL NOT BE ACTIVE UNTIL FRIDAY 15th AUGUST. YOU WILL RECEIVE A TEXT INFORMING YOU THE SITE IS LIVE**

Unfortunately there will be some costs involved at the start of the year and we work very hard as a school to ensure costs are kept to a minimum.

1. All students must get the school journal which is used for homework and excuse notes. It will be given out on the first day. First Years must get their journals signed by a parent/guardian on a weekly basis. There will be a charge of **€15** to cover the cost of the journal and the rent of a locker, of which **€5** will be refunded at the end of the year when the locker key is returned. **This must be paid by the first day of term to ensure your daughter receives her diary and locker.**
2. We request a voluntary contribution from parents, which is **€85** per family again this year. It helps to contribute to the cost of photocopying, art materials and additional teaching resources and in some cases contributes towards the payment of guest speakers and can be paid online over three months. Where payment is received in full by September 25th, the school will pay the 24 hours/7 days optional insurance cover. (Otherwise the cost will be **€13/student**). All cash/ cheque payments received will be receipted by post, electronic payments will be receipted by email.. Please find the insurance form enclosed. Additional copies are available from the office in the first week of term. Should you not wish to use our online payment system at this time, you can use the payment slip included and have your daughter return it to the office.
3. We are also introducing a school water bottle this year. This in an effort to reduce our single use plastic in the school. We have three water fountains where water can be obtained. These bottles are personalised with your daughter's name and can be purchased on our online system. This is an initiative from our student council and is subject to demand.
4. PE uniforms can be bought directly from the school. This will be organized by the PE teacher once school commences

In short we require **€15** for materials and **€85** voluntary contribution. *(Voluntary Secondary Schools receive significantly less funding than state schools i.e. ETB schools, therefore the voluntary contributions helps us make up this shortfall).*

I have included a school calendar which contains information on school holidays. Additional calendar details will be provided in the coming weeks such as staff training days and parent/teacher meetings. A copy of the **Cognitive Abilities Test (CAT4)**, administered to your daughter last February will be given to all parents before the end of September. Please feel free to contact Ms Mc Ardle or Ms Harrington who are involved in administering the test should you have any queries.

Bus Éireann school transport service will begin on Tuesday September 1st so your daughter will not be able to avail of this service on her first day at school. Please make alternative arrangements for her for her first day.

I will be sending you out a letter next week in relation to our school reopening plans as a consequence of Covid -19. We ask you for your cooperation with these plans and systems in advance.

The school is not open to the public at the moment and should you need to make an appointment please contact the school office. We are delighted to announce that we will be using the ground floor of the main convent building and also a large room on the first floor. The red convent door will be our main reception area for visitors for the foreseeable future.

In the meanwhile, enjoy the rest of the holidays and I look forward to meeting your daughter on Monday, 31th August.

Yours sincerely,



Karen Patton
Principal

Please return this slip if paying by cash or cheque

Voluntary Contribution

I enclose: _____

Daughter's Name: _____ Class: _____

Signed: Parent/Guardian: _____

Secondary School Pupil Personal Accident Application Form 2020/21

Option B - Specified Pupils

As Ireland's largest schools insurer, Allianz offers a Pupil Personal Accident policy designed to offer protection and support for the pupils of your school.

A 20% reduction off the standard premium is available when cover is arranged online. Parents/guardians have the option to retain the 20% premium saving by submitting the premium stated below less 20% to the school. Parents/guardians also have the option to submit the full premium to the school so the 20% saving can be contributed to school funds. If you are not happy to proceed on this basis please submit the amount shown less 20% to the school along with the attached application form.

Summary of Cover

This summary is only intended as a guide to policy cover and exclusions and does not reference all of the benefits, terms, conditions, limitations, exceptions and exclusions associated with the Policy. The policy is issued to the school and contains full details of cover and all applicable terms, conditions and exclusions. A copy of the policy is available from the school.

Schedule of Benefits

The benefits shown below are payable following accidental bodily injury (i.e. Bodily Injury caused solely by accidental violent external and visible means) resulting in medical or dental expenses, disablement or death.

Accidental bodily injury causing:

Medical Expenses (including ambulance hire) not recoverable from any other source	Up to €50,000
Dental Expenses not recoverable from any other source	Up to €50,000
Death by Accident	€10,000
Permanent Total Disablement	€200,000
Permanent total loss of sight in one eye or use of one limb	€50,000
Total and irrecoverable loss of sight in both eyes or use of both limbs	€100,000
Total and irrecoverable loss of hearing in one ear	€40,000
Total and irrecoverable loss of hearing in both ears	€100,000
Loss of Speech	€40,000
Hospital Confinement - €20 payable per day (maximum 90 days)	Up to €1,800

Operative Time (In accordance with the option selected)

- School Activities - During any school activity taking place with the full knowledge and authority of the school and including direct travel to and from such activities; OR
- 24 Hour Cover - 24 hour cover during social, domestic and leisure, as well as school activities.

Contact details:

Pupil Personal Accident helpline: 01- 6133966*
 Email: education@allianz.ie
 Claims Team: 01-6133559*. Email: rpaclaims@allianz.ie
 *Opening Hours: Monday to Friday from 9am to 5pm

Pupil Personal Accident policy wording and claim forms are available at www.allianz.ie/schools-insurance/pupil-personal-accident



Testimonial

"The Allianz Pupil Personal Accident Insurance provides excellent cover for School Activities for our students. In our experience claims are handled promptly and we can recommend this cover without hesitation. Allianz are always available to provide help and support if required."

Cathal Moore, Principal, Presentation College Athenry, Co Galway, March 2020.

Age Limits

Lower age limit - 2 years 6 months. Upper age limit - 22 years.

Claims Notification Condition

Written notice should be given to the company as soon as possible with regard to any accidents likely to give rise to a claim under this policy and in any event within 730 days (2 years) after the date of the occurrence.

Excluded Activities and General Exclusions

- Whilst the pupil is engaged in (or practising/training for): flying (except as a passenger), motor racing/quadbiking, parachuting, hang gliding, horse/pony racing/jumping (unless in connection with school activities), rock climbing or mountaineering using ropes and/or guides, pot-holing, ice-hockey, bobsleighs, white water rafting.
- The pupil committing or attempting to commit suicide, wilful exposure to needless peril (except in an attempt to save human life) or any involvement in a criminal act.
- The pupil being intoxicated or having taken any drug (other than prescribed).
- The pupil's employment (other than school work experience programmes).
- Boxing, mixed martial arts and/or any martial art involving combat with an opponent unless it is connected with School Activities.

Health Condition Exclusion

The insurance shall not apply in respect of any claim arising out of a pre-existing physical defect, infirmity or medical condition.

Standard acceptance criteria apply. Information correct at 1st April 2020.

Application form for school group policy

By providing your information, you consent to the use of your information as outlined in our Allianz data protection statement which includes processing for insurance administration and claims handling. For full details visit https://www.allianz.ie/data_protection_policy/.

Option B - Specified pupils only

- School activities (including direct travel to and from such activities) _____ cost per child is €10.00
- 24 hour cover 365 days a year for school activities, social, domestic and leisure activities (including school holidays) _____ cost per child is €13.00

Name of pupil (in full) _____

School class/year _____

Name of school _____

School phone number _____

Signature of parent/guardian _____ Date _____/_____/_____

Cheques should be made payable to the school

Allianz p.l.c. is regulated by the Central Bank of Ireland. Calls may be recorded. Terms and conditions apply. Information correct at 1st April 2020.