

This is what you can do to help:

- Encourage your child to pay attention to the formative feedback she/he receives from their teachers. Your child should be clear on where she/he is achieving in a subject and what are the steps she/he should take to reach their full potential.
- Remind your child to regularly reflect on their learning and to note areas for improvement on each unit of work being studied. The Junior Cycle Skills section in the JC student journal aids students to reflect on their performance in assessments.
- Encourage your child to take ownership and responsibility for their learning, in line with the Junior cycle Key Skills such as Managing myself, Managing Information and Thinking and Working with Others. Each of these skills have proven to increase overall wellbeing by making our students more active, resilient, responsible, connected, aware and respected.
- Encourage your child to plan their revision, to set targets and to track her/his progress. Again, the Reflection on Assessment Performance in Junior Cycle Skills Section of the student journal may be helpful.
- Regularly check your daughter/son's student journal.
- Encourage your child to have a book they enjoy reading for 'Book in a Bag'. Reading, recommended by Rice College students and local bookshops, is up-dated on the school website.
- Ensure your child has her/his Microsoft Office 365 password and checks Teams for assignments, new files and posts.
- Please communicate with the school with regard to any struggles/difficulties your child may be experiencing. Our Student Support and Curriculum Access Support Teams will endeavour to help.

Here is some information about how we are carrying out our work and about what the Department of Education and Skills requires us to do.

School time and holidays

The Department requires all post-primary schools to have **167 school days** each year, and a **28-hour school week**.

This year we will have 167 school days, from 27th August to 4th June. Our school week is 28 hours.

The Department sets out a **standardised school year and school holidays**.

This year we took all our school holidays within the permitted time. YES

We are currently awaiting guidelines from the Department for parent/teacher meeting.

Looking after the children in our school

The Department requires schools to follow the *Child Protection Procedures* it has set down.

Our board of management has agreed in writing to do this. YES

All teachers know about the *Procedures* and we have told

all parents about them and how we follow them. YES

Our Child Protection Statement is displayed inside the front door of the main school building.

Our Designated Liaison Person (DLP) is Mr Louis Mulqueen.

and our Acting Deputy DLP is Ms Claire Culligan.

All staff have completed the Children First training programme.

Enrolment and attendance

We keep accurate attendance records and report them as required. YES

We encourage high attendance in the following ways: Student Support Team, Curriculum Assessment Support Team, Year Heads, Class Tutors and Deputy Principal overseeing attendance.

This is how you can help: Discuss the importance of school attendance with your child and ensure they attend school. Communicate with the school in the event that your child is absent.

Positive behaviour for a happy school

The Department requires schools to have a code of behaviour, and asks us to consult parents and students about it. YES

We have a very clear and high-profile anti-bullying policy in our school. YES