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16<sup>th</sup> August, 2023

Dear Parent(s), Guardian(s),

Welcome back to another academic year in Rice College. I hope everyone has had a restful, safe summer, and you are now ready to return at the end of the month refreshed and energised. I would like to extend a special welcome to our new First Year students. I'm sure their time in our school will be a very enjoyable, positive experience for all.

Student timetables will be finalised shortly and presented to students on their first day of return.

The following are the dates/times of return to Rice College, 2023/2024:

- Monday, 28<sup>th</sup> August, 9.00am to 12.30pm - **1<sup>st</sup> Years** will be in school for this time period only. 1<sup>st</sup> years are to assemble in the Halla.
- Monday, 28<sup>th</sup> August, 2.00pm - 4.00pm - **6<sup>th</sup> Years** will return to school for this time period only. 6<sup>th</sup> years are to assemble in the Halla.
- Tuesday, 29<sup>th</sup> August, 9.00am - 11.00am - **3<sup>rd</sup> Years** will return to school for this time period only. 3<sup>rd</sup> years are to assemble in the Halla.
- Tuesday, 29<sup>th</sup> August, 2.00pm - 4.00pm - **5<sup>th</sup> Years** will return to school for this time period only. 5<sup>th</sup> years are to assemble in the Halla.
- Wednesday, 30<sup>th</sup> August, 9.00am - 11.00pm - **2<sup>nd</sup> Years** will be in school for this time period only. 2<sup>nd</sup> years are to assemble in the Halla.
- Wednesday, 30<sup>th</sup> August, 2.00pm - 3.20pm - **Transition Years** will be in school for this time period only. Transition Years are to assemble in the Halla.
- Thursday, 31<sup>st</sup> August – classes for all year groups, as per their Timetables

Please arrange transport if necessary for these times.

**Each year group will return for their slot only and then all students will return on Thursday 31<sup>st</sup> in full.**

Regarding entry/exit from the school campus and school attendance, the following applies:

1. All students are to enter and leave the school via the **Riverside gates and Main Student Entrance** by RM109 at the beginning, lunch time and end of school day. For appointments students enter/exit at main reception where they must use the signing in/out book.
2. Arrive to school on time.
3. Endeavour to organise all appointments for outside of school hours. In the event of an early departure or absences from school however, students must have permission to leave. Parents must email [attendance@ricecollege.ie](mailto:attendance@ricecollege.ie) **prior** to any departure. Alternatively, parents/guardians can submit an absence request from the VS Ware App.



**The email should clearly depict the following information:**

- The students full name and class.
- The date and time they will be signing out from school.
- The time they will be returning (if possible).
- The reason for departing from school early.

Students are not permitted to exit via the staff car entrance and /or emergency routes/exits.

4. Students should visit their lockers before classes begin in the morning, during their 11am break, during lunchtime and/or after school **but not during class time**.
5. Students should **minimise to need to visit the toilet during class time** and use the toilets during breaks from classes in order to maximise tuition time.
6. **Report any sickness, injury and/or concerns to their SNA, class tutor, teacher, year head and/or deputy principal.** School management will communicate with parents/guardians when deemed necessary. Students are not permitted to text/call home themselves to arrange their own departure from school.
7. Familiarise themselves with the emergency exit doors throughout the school and will only use these doors in the event of an emergency, as these doors are alarmed.
8. Endeavour to be **punctual** for all classes and to attend school consistently throughout the year.
9. Students are not to interfere with the automated door system at the main student entrance.

All students are expected to be in **full uniform**. On the day your child has PE he/she comes to school in full uniform. Students will change in the dressing rooms. Attire for PE must include a t-shirt/ polo shirt, jumper, and tracksuit bottoms **ONLY**. We will strive to ensure that all students are in full uniform at all times. We appreciate the co-operation of parents/guardians in this regard. It is hoped that by reminding you of our expectations regarding uniform there will be fewer issues with students not presenting to school in full uniform.

Each year we rely on the support of parents/guardians to help us to meet the needs of the school. Please see attached a letter from our Accounts Dept. outlining various contributions which we invite you to make to the school. I would like to draw your attention especially to the Subject Contributions. These funds are used to provide students with the necessary materials, instruments/tools etc., and the maintenance of same, which are required in those subjects. Your support in this area is greatly appreciated. Payments this year will be online only, via VS Ware (see instructions attached).

**Lockers** will be available to rent for all our students except transition years at a cost of **€10 per student** per year. Year Heads will allocate the lockers to their year group on their return to school, once the fee has been paid. It is very important that students respect this facility by keeping their lockers tidy and adhering to the rules around usage.

While acknowledging the fact that **mobile phones** can be an invaluable learning tool within the classroom, we hope to have your continued support in minimising the disruption caused by unauthorised use within the school campus. Please note that mobile phones must be powered off during school hours. Such a device is never to be used to take a photo/recordings of any student or staff member. Mobile phones are not to be used in school unless directed by a teacher. A mobile phone which causes disruption in school may be confiscated and parents/guardians may also be requested to pick up the confiscated phone from the D.P.'s office. It is expected that students:



- Power off their mobile phones and lock them away in their lockers during the school day.
- Do not bring their mobile phones into the toilets and/or dressing rooms.
- Only use their mobile phones when directed to by their teacher.

As we strive to create and maintain a safe and productive learning environment for all our students, it is crucial that all students are made aware of the mobile phone rules in our school and the impact that any breaches of these rules may have on teaching and learning.

It is the responsibility of every parent/guardian not to send your child to school if he/she is unwell. It is vital that the school has up-to-date contact details (phone no./email address). Please contact [admin@ricecollege.ie](mailto:admin@ricecollege.ie) if necessary, in order to update your contact details.

The school and staff can only be accessed by prior appointment.

Our **school canteen** service will be available to all students in early September. This facility will allow students to avail of lunches delivered by the Sherwood Inn or to eat their own lunches in a supervised environment.

Our **Study Club** will recommence for **ALL** students in the coming weeks. This year study will have two sessions available- 3 hours and one and a half hours after school. **Please see attached letter.**

The **Student Support Team** will continue to be in operation this year. The wellbeing of all our students is vital. If your child is experiencing any concerns upon his/her return, please contact Ms. Culligan ([cculligan@ricecollege.ie](mailto:cculligan@ricecollege.ie)), Ms. Whelan ([bwhelan@ricecollege.ie](mailto:bwhelan@ricecollege.ie)) or your child's Year Head.

If you have provided the school with any medications or equipment, please ensure that these are still in date. `

Finally, please take time to familiarise yourself with **The New Code of Behaviour for Rice College** that has been ratified by our BOM in June 2023. The code has been updated through the consultation process and will initiate at the start of the school year 23/24. Your support with its implementation is appreciated.

It is my hope that if we work positively together this academic year then your child will feel safe and secure, and participate in highly effective teaching and learning. Any further relevant information will be forwarded to you over the coming weeks.

See attached: Letter regarding contributions, letter in relation to study and copy of the new code of behaviour. Some changes/additions to the calendar may be necessary throughout the year.

I look forward to meeting the students in the coming weeks.

Kind regards,

Louis Mulqueen

Principal