



**Our Lady of Mercy Secondary School
Mourne Road
Drimnagh
Dublin 12
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A message from the Principal and Deputy Principal

Welcome to Our Lady of Mercy Secondary School. Since it first opened its doors as a co-educational Secondary School in 1973, OLM has become a familiar part of our community, providing our students with education and opportunities so that they are prepared for the challenges that life will present them with.

Our school is a CEIST school and has 5 core values:

1. Promoting Spiritual and Human Development.
2. Achieving Quality in Teaching and Learning.
3. Showing Respect for Every Person.
4. Creating Community.
5. Being Just and Responsible.

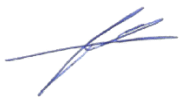
At OLM Drimnagh we try to ensure that we follow all of these values. Our Code of Behaviour is based around the 3Rs of 'Be Ready, Be Respectful, and Be Responsible'. We expect that every member of our community is treated with respect; Staff, Students and Parents and that everyone shares responsibility for our school community. We believe in Social Justice, so that everyone is treated equally and fairly.

Our Teaching & Learning is based on the principles of Assessment For Learning. Teachers share Learning Outcomes with Students at the beginning of a lesson and then check understanding of the Learning Outcomes at the end of a lesson. We also have Team Teaching in some lessons and we are very proud to say that we will keep working to improve ourselves in this area.

We have a wide range of ways to promote our Spiritual and Human Development, for example through our School Ethos, full-time Career Guidance Counsellor, part-time volunteer counsellors, S.P.H.E. Programme, Friends For Life Programme, Warrior Programme and Mindfulness Programme to name but a few.

Our motto is 'Shaping a Brighter Future for Our Young People'. OLM is a DEIS (Delivering Equality of Opportunity in Schools) School. This allows us to have a range of supports in place such as our Parents' Room and active Parents' Council. We have an excellent range of programmes in place such as Junior Certificate School Programme, Transition Year, Leaving Certificate Applied and Leaving Certificate Established. We are also involved with the Business Link Programme and Trinity Access Programme (TAP), as well as many other links in our local community.

We hope that your son/daughter enjoys their stay with us and that they feel that they achieve the very best that they can academically, socially and morally. We look forward to working with you over the coming years.



Pádhraic Gibbons - Principal



Nuala Brady – Deputy Principal

Who's who in OLM Drimnagh

Principal:	Mr. Pádhraic Gibbons
Deputy Principal:	Ms. Nuala Brady
Home School Teacher:	Ms. Christine Cahill
Guidance Team:	Ms. Nuala Brady, Ms. Alex Murray & Ms. Katie Moloney
Head of Special Educational Needs:	Ms. Shannon Burke
Head of Administration:	Ms. Jennifer Taaffe
Caretaker:	Mr. Anthony Downey
Designated Liaison Person for Child Protection:	Mr. Pádhraic Gibbons
Deputy Designated Liaison Person for Child Protection:	Ms. Nuala Brady

Class Teacher and Year Head:

Each class has a class teacher. This teacher meets the class every morning to check the roll and to help students organise their day. This teacher takes special care of the class, helping the students in areas where they will need help. Each year group has a Year Head who meets with the class teacher regularly to discuss how the class and students are getting on.

General Information about the School

Breakfast and Lunch Club

Students are invited to attend our Breakfast Club which takes place each morning from 7.45 to 8.15am. Students can enjoy a healthy breakfast, with a very popular "special breakfast" on Fridays. We also run a lunch time club for students who stay in school for lunch four days per week (Wednesday is a half-day). A healthy lunch is provided. Students can bring their own lunch if they wish. Students staying in for lunch remain on school grounds for the duration of lunch, which is supervised by school staff. Both clubs are run by our School Completion Programme and come at no cost to students. Students must bring a healthy snack to eat at break time.

Journals & Lockers

School Journals are very important in the life of every student, the cost is included in student fees. They are used to record homework, communication between home and the school and contain important information about the school, including the Code of Behaviour and Anti-Bullying Policies. Lockers are provided for students who have a medical condition. A letter from the students GP is required to avail of a locker. The cost of the locker is €10. Students are advised to purchase a combination lock. Lockers can be used before school, at break times and at the end of the school day. If students wish to request a locker, please leave your name with Jennifer in the front office.

Attendance & Punctuality

Under the law every child aged between 6 and 16 must receive an education. The school attendance register is taken each day. Teachers take a class roll at the beginning of each class. If your child is not in school you will receive a text message to inform you. Our 'Be On Time' Strategy is designed to ensure that students are in school on time, so that minimum disruption is caused to teaching and learning.

If a student is late twice to school either in the morning or after lunch in one week, he or she will be sent home for the day. If there is a reason that your son/daughter may be late to school, please contact the front office so that this can be noted.

Absence from school/Request to leave school

When a student is out of school for any reason a note must be given to the class teachers using school journal when he/she returns. These notes should be signed by a parent or guardian and should state why the student was absent. If a student is absent for more than three days please contact the school by letter or telephone. It is recommended that Wednesday afternoon, which is free, should be used for appointments with dentists, doctors etc. Time should not be taken out of class where possible. If you know in advance that your child will be absent please inform us using the journal. When a child is absent from school and no message has been received from home the school will make contact by letter or phone. By law the school must inform the **Educational Welfare Officer** if concerned about a child's attendance.

Health

If your child has any health problems that may hinder learning e.g. learning disability, a kidney problem, hearing/visual difficulties, eating disorder, etc, please inform the class teacher or year head. This will enable teachers to look after your child in the best possible way.

Family

If there is any change in your family that might affect your child please let the school know if you think it would be helpful to your child.

Career Guidance Counsellor

There is a guidance department in OLM who help students to choose subjects and careers.

Unfortunately, the school is unable to offer counselling support. There is a list of counselling services available in the student journal.

Home School Teacher

Our Home School Teacher represents the school through the Home School Community Liaison Scheme. This teacher is here to help build a positive relationship between the school and the home. She visits the homes of students, bringing information and support to the family around the student's education. She also works with parents in the school setting, meeting them on a one to one basis in her office and in the Parents Room where courses/classes and information mornings are organised for parents' groups.

Teachers of pupils with learning disabilities

These teachers work with children who experience difficulty in a specific area of learning. They also work closely with the families enabling parents/guardians to help their children cope better in school. The school makes every effort to ensure that all students reach their full potential.

Code of Behaviour

All students are expected to obey the rules of the school. Our Code of Behaviour is based around the 3 Rs of 'Be Ready', 'Be Respectful' and 'Be Responsible'. Good behaviour is rewarded with Merits. Poor behaviour will have consequences, the level of which depends on the breach of the Code.

School Statement on Bullying

The community in Our Lady of Mercy Secondary School wants to ensure that all in the community can live, work and play in an environment, which is totally free from bullying. Students are encouraged and do report incidents of bullying. School management takes a very serious stand on all incidents of bullying and ask parents and students to inform us at the first sign of potential bullying.

School Statement on the use of Drugs

The school does not accept the possession, use or supply of drugs in the school, on school trips or in non-school time by any member of the school community. The only exception is for legitimate medicinal use and the school must be informed by a parent/guardian. The school will respond to each case as deemed appropriate.

School statement on the use of Electronic Equipment

The use of mobile/smart phones and all other electronic devices (except when authorised by teachers in a controlled environment) is forbidden. Students caught with any device will have it confiscated for the remainder of the day. Any student who refuses to hand over the device will be dealt with as a Level 4 under the Code of Behaviour and be sent home immediately.

Parent/Teacher Meetings

Parents are welcome to the school to meet teachers, **by appointment only**. This will ensure that you will see the teacher you want and will avoid delay. **All visitors to the school must go to the main office on arrival.** Parent/Teacher meetings will be held for each year group throughout the school year. You will have an opportunity to meet all your child's teachers to discuss his/her progress. The school journal is an important mode of communication and should be checked by parents daily.

Parents' Council

The council is made up of parents of the students and it is another way parents show their support to their children and to the school. The council meets regularly to discuss school and educational issues relating to the students. All parents are welcome to come along.

Encouraging Pupils

Throughout the school year awards are given to students in many areas of achievement i.e. academic, sport, attendance etc in recognition for their effort and hard work throughout the year. We recognise all students do not progress at the same pace and reward improvements as well as excellence.

School Uniform

All students are required to wear the school uniform. Boys are required to wear navy trousers and girls wear a navy skirt or trousers. Both wear navy v-necked jumpers with school crest, blue shirt, navy tie, plain black shoes or runners. The Crested School Jacket, Plain Navy or Black jackets are accepted. Jewellery is limited to one ring and one pair of stud earrings. Physical Education is a subject taken by all students. Students participating in PE classes must wear a plain black or navy t-shirt, a plain navy or black tracksuit, leggings that are appropriate or shorts, and runners or sports shoes. Please see below for what is acceptable.



School uniforms can be purchased from several different outlets:

- The School Warehouse, www.schoolwarehouse.ie - 087 6476000 - Parents are encouraged to order online, please visit website for more information.
- Alternatively you can have your school jumper crested from Denise O'Brien for €4.50 per item (please contact Denise to arrange a collection date in early July – 085 190 0513).

School Books & Expenses

At OLM we are very conscious of the cost of books on parents. To help you with the cost of school books we run a book rental scheme. Books rented out must be returned at end of school year or paid for if lost. Students are required to have all the necessary books, copies, stationary, etc. for each class.

The following is an indication of expenses that you are required to pay:

1st, 2nd, 3rd, 5th & 6th Year €250

4th Year €300

Family reductions of €50 for 2nd child, €75 for 3rd and €150 for 4th also apply.

This charge will cover the following:

- Book Rental Fee
- Administration charge
- Course Charge
- School insurance (this is obligatory)
- Higher Options Tickets
- School Journal
- Assessment fee
- Licensing fees for trustees and the Joint Managerial Board.
- Junior & Leaving Cert Exam Papers

**** Please note that if there are genuine difficulties with payment of the Book Rental Scheme you can arrange with the school to set up a payment plan, online direct debit plan or a pre-savings plan.**

IBAN: IE49 BOFI 9002 8740 7286 96

BIC: BOFIE2D

Reference: Student's Name and year – eg, "Joe Bloggs 1st Yr"

State Examinations

Department of Education Junior Certificate examinations fees approximately €109.00 (Junior Cert.) to be paid in 3rd Year and €116.00 (Leaving Cert.) to be paid in 6th Year.

School Policies

- Admissions Policy & Admissions Notice
- Child Safeguarding Statement and Risk Assessment
- Code of Behaviour
- Anti-Bullying Policy
- Acceptable Use Policy
- Data Protection Policy
- Home School Liaison Policy
- Parent-Teacher Meeting Policy
- Book Rental Policy
- Parents' Council
- School Sports Policy
- School Tours Policy
- Health & Safety Statement
- Healthy Eating
- Special Education Needs Policy
- Homework Guidelines