

First Year Information Booklet



Our Lady of Mercy College Beaumont, Dublin 9

The contents of this booklet may change at short notice, in accordance with the evolving Covid-19 situation and in line with governmental and departmental guidelines.



Welcome to Our Lady of Mercy College



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Welcome

Dear Parents/Guardians and Future Students,

On behalf of the staff and current students of Our Lady of Mercy College we would like to warmly welcome you into our school community.

Our Lady of Mercy College was founded by the Sisters of Mercy in 1957 and has been educating the young ladies of Beaumont and the surrounding areas for over 60 years. We are now part of CEIST - Catholic Education, an Irish Schools Trust. Our team of dedicated staff will continue that tradition and do their very best to help and support your daughter to reach her full potential.

We are aware that the move from Primary School to Secondary School is a big step but by working together we can make the transition as smooth as possible. This booklet contains lots of information and we hope it answers many of your questions. Due to the current Covid-19 restrictions it is not possible for us to have a face-to-face meeting with you at the moment but as soon as this becomes a possibility we will organise it.

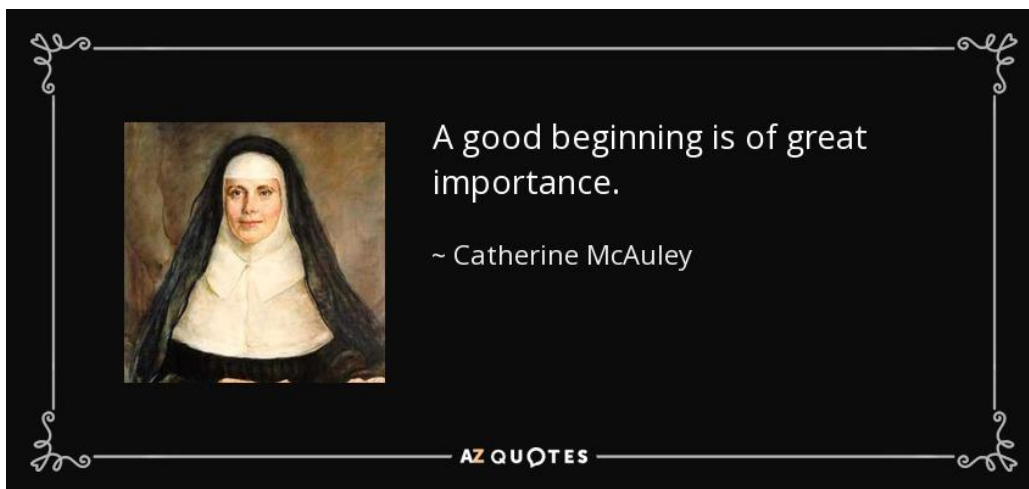
We look forward to getting to know you and working with you over the next 5 or 6 years.

Sandra Doyle

Elaine Sweeney

Ms. Sandra Doyle, Principal

Ms. Elaine Sweeney, Deputy Principal



Our Mission, Ethos and History

Our mission statement

The core value of Our Lady of Mercy College is respect for all and the nurturing of individual potential, academically, spiritually and culturally as a member of the school community and in the spirit of the Mercy Ethos.

Mercy Philosophy of Education

Inspired by the vision of Catherine Mc Auley, Mercy Education is committed to holistic development and to the achievement of the full potential of each student, particularly those who are disadvantaged or marginalised. It is a process informed and influenced by the teaching and example of Jesus Christ and is conducted in an atmosphere of care, respect and joy.

Mercy Education is committed to on-going whole-school development in collaboration and partnership with the Board of Management, Staff, Pupils, Parents and the wider community.

Our school was founded by the Sisters of Mercy in 1967 and became part of CEIST in 2007. Our current student population is approx 390

What we value

Promoting Spiritual and Human Development

Achieving Quality Teaching & Learning

Showing Respect for every person

Creating community

Being just & responsible



Contact Details:

Address	Our Lady of Mercy College Beaumont Dublin 9
Telephone	018371478
Website	www.mercybeaumont.com
Email	secretary@mercybeaumont.com

Key Personnel

Principal	Ms. Sandra Doyle
Deputy Principal	Ms. Elaine Sweeney
Secretary	Ms. Linda Carragher
Guidance Counsellor	Ms. Eimear Kiernan
Special Education Teaching Coordinator	Ms. Sioned O'Mahony
Year Head	Ms. Maura Gray



Part 2: Day to Day Organisation

Be Responsible

Be Respectful

Be Ready

Our School Day

8.50am	Lesson 1	11.05	Lesson 3	1.50	Lesson 5
9.50am	Lesson 2	12.05	Lesson 4	2.50	Lesson 6
10.50	Tutor Time / Roll Call	1.05	Lunch / end of day on Fridays**	3.50	End of day Mon - Thurs
10.54	Break				

** classes end at 1.05 on a Friday. The school is open from 8.20am each morning.

Our School Uniform

Our school uniform consists of :

**Grey College skirt
Pink College blouse
Grey College jumper with crest
Grey College jacket
College scarf
Plain black shoes (no boots/runners/logos)
Grey knee length socks / tights**

**College tracksuit
Plain white polo-shirt
Runners (suitable for sports)**

Items specific to our school are available from
Lynch's
130 Philipsburgh Avenue
Marino
Dublin 3

Phone: 8375225

Other items are available in department stores

We expect our students to wear their uniform each day with pride. Having a neat and tidy school uniform shows consideration for oneself and our school. Full uniform must be worn going to and from school at all times. If a student is not in full school uniform she will not be allowed to class.

Student Lockers

All students can rent a locker for the year. Each student must sign a 'Locker Contract' before a locker is assigned



A video on how to use schools lockers can be found [here](#)

Our School Rules

Respect and dignity are the basis of our rules. Our goal is to create a positive learning environment so that students can flourish. Exemplary behaviour is expected from our students at all times. This applies to in school, going to and from school, on school trips and on other school activities. Areas we see as contributing to the wellbeing and achievements of students are:

Attendance & Punctuality Consistency of attendance ensures that learning is not disrupted and takes place over a long period of time. Punctuality avoids disorder, disruption of others work and concentration.

Respect and Courtesy Treating each other with courtesy and respect ensures that all students have a positive environment to prosper in. Having regard for each other, their property and the schools' property shows consideration. Confiscated property will only be returned on production of a signed note by parent stating that the offence will not re occur. Any damage caused must be paid for. Proper use of social media ensures offence is not caused to anybody. See Anti Bullying, Mobile Phone and Internet Usage Policies.

Behaviour Students are expected to be organised, always cooperate with their teachers and to show respect to teachers, other staff, other students and visitors. Students wearing our school uniform represent the school and are therefore accountable to the school for their behaviour. View our Code of Behaviour [here](#).

As a student in Our Lady of Mercy College

- I will show respect and be polite at all times
- I will always think about how others might feel, I will never say or write anything unpleasant about them.
- I will do my best in all my classes.
- I will have my Journal, all books, copies and necessary materials with me for class.
- I will be in full uniform, neat and tidy.
- I will only use my mobile phone/electronic equipment when allowed.
- I will be careful of others on the stairs and corridors.
- I will use the bins provided and not litter.
- I will keep locker areas neat and tidy.

Our School Journal

All students are required to have a school journal.

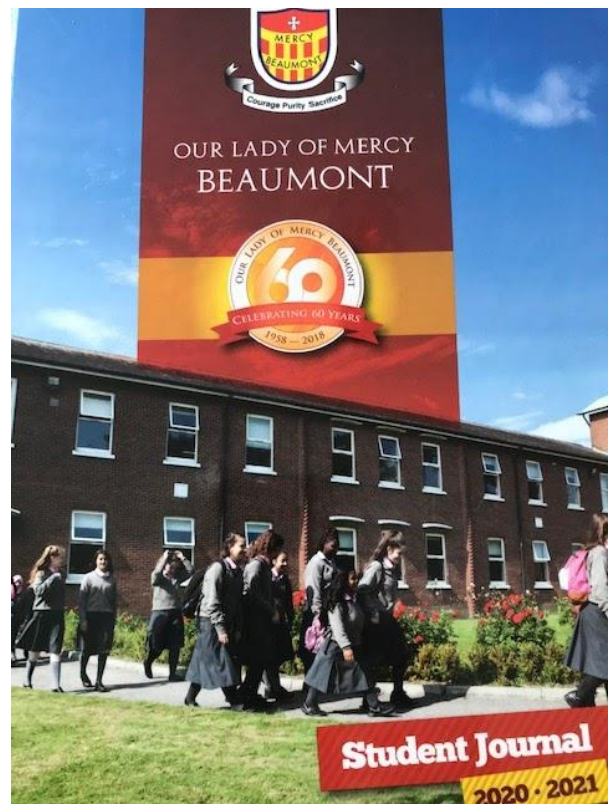
Students use their Journal

- to record homework and assignments,
- to set and manage their learning goals,
- to set and monitor their assessment goals and
- to record their 'Other Areas of Learning' for their Junior Cycle Profile of Achievement.

The Journal also contains the **Online Code of Conduct Contract** which must be signed by both students and parents at the beginning of term.

The Journal is also a key element in home-school communication.

The Journal will be available from the office in August.



Lunch Arrangements

All 1st, 2nd and 3rd year students stay on campus for lunch. Students can eat their lunch in their assigned area and then move outside for fresh air and exercise. Students are expected to leave all classrooms and other areas as they would expect to find them.

Attendance and Punctuality

All students are expected to attend school everyday and to be punctual for each class throughout the day.

Attendance is taken at each class throughout the day on our system called VSware.

Medical/Dental appointments

We ask parents/guardians to avoid making routine medical/dental appointments during school time. If a student has to leave school early for any reason, she must present a note/appointment card to her Year Head/Teachers and sign out at the secretary's office.

Every School Day Matters

100% attendance	95% attendance	90% attendance	85% attendance	80% attendance	75% attendance
0 days absent	8 days absent 72 classes missed	17 days absent 153 classes missed	25 days absent 225 classes missed	34 days absent 306 classes missed	42 days absent 378 classes missed
167 days of education	159 days of education	150 days of education	142 days of education	133 days of education	125 days of education

GOOD Best chance of success	WORRYING Less chance of success, makes it harder to make progress in school	CONCERNING Difficult to catch up or keep up
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What to do if...

If your daughter is late...	write a note in her Journal and remind her to give it to her tutor at roll call.
If your daughter is absent...	call the office on the first day and write a note in the journal when your daughter returns to school.
If your daughter is sick at school...	the Secretary will call you and you must arrange for your daughter to be collected from the school and personally sign her out.
If your daughter has to leave school during the day for any reason ...	write a note in her Journal and arrange for her to be collected and sign her out.
If you have any change in circumstances...	contact your daughter's Year Head.
If your daughter is on medication...	Please see administration of Medication Policy.
If your daughter has any allergies...	inform your daughter's Year Head.
If your daughter loses an item...	ask her to check in the office.
If you need to meet a teacher...	phone the secretary to make an appointment. The teacher will come back to you with an available time.



Monies Due List

The following is a list of monies that will be due to Our Lady of Mercy College for your daughter at the start of the new school year.

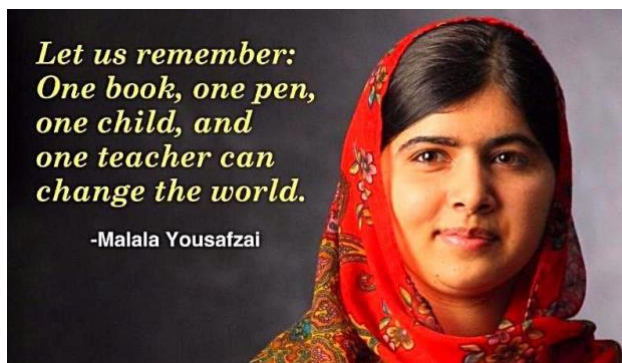
Copies of this form are available from the school office

Item	Cost (€)
School Services**	€100 for first year, €50 for all other years
Locker Rental	€15
School Journal	€10
PE	€5
RE - Retreats / Day of Reflection	€15
Choir	€5
<i>Optional subjects</i>	
Art	€25
Home Economics	€12
Science	€5
Voluntary Contribution	1 daughter €55 2 daughters €90 3 daughters €115
Student Insurance (optional)	€12

** School Services includes the following: photocopying, postage, printing, text messages, online assessment tests for first year, ICT support etc.

A small amount of money is available to help towards the cost of school books. If you wish to apply, please contact the Principal directly for the relevant forms.

Part 3: Learning & Teaching



Subject Choice for First Years

Each student takes the following core subjects:

Irish	English	Maths
History	Geography	Religious Education
Choir	PE	Civic, Social & Political Education
Guidance	Computers/IT	Social, Personal & Health Education

Subject choices:

In addition to the above subjects all first year students take **four** additional subjects
THREE from Section A and ONE from Section B

While we try to facilitate all students in the subjects of their preferred choice, we ask you to understand that, due to circumstances outside our control, this may not be possible.

Section A Subjects (Pick 3)	Section B Subjects (Pick 1)
Art Business Studies Home Economics Music Science	French German

Please complete the [Google Form](#) where you and your daughter can select her subject options.
This form must be completed by Friday 12th February 2021.

Book Lists

Book lists will be available on our website in May/June.

Book Haven (Artane Castle) will also have the list on file and books may also be purchased from Budget Books, who may have second hand books available. The phone number for Budget Books is 01 5153087.

Junior Cycle

Information for parents on the Junior Cycle can be found [here](#)

Homework / Good Practice Guidelines

<i>Our Homework Aim</i>	<i>The purpose of Homework</i>
<p>Students are encouraged to aim for excellence in all they do. One of our core values here in Our Lady of Mercy College Beaumont is a commitment to excellence and to continually improving the quality of teaching and learning.</p> <p>From the beginning of First Year each student is expected to establish a homework routine. All homework should be completed and organised as guided by the subject teacher, and should be dated. This assists with revision.</p> <p>The intrinsic value of homework activities is far more important than the precise amount of time devoted to them. Best practice suggests that the amount of time that should be spent on average, by First Years should be 1 ½ hours.</p>	<p>It consolidates and reinforces skills and understanding developed at school.</p> <p>It encourages students to develop the skills, confidence, self-discipline and motivation needed to study effectively on their own.</p> <p>It extends school learning, for example through additional reading.</p> <p>It sustains the involvement of parents in the management of students' learning and keeping them informed about the work students are doing.</p> <p>It directs research.</p>

Our Homework Policy can be found [here](#)

Part 4: Care Programme / Student Supports

Welcome Programme for First Years

During their first few days with us at the end of August/September we will bring your daughter through the information in this booklet and have bonding workshops where they can get to know their new classmates.

Our Care Programme

Year Head

Each year group is under the care of a Year head who has overall responsibility for attendance, punctuality and general conduct of the students in particular year groups.

Class Tutor

Each class has a Class Tutor. The relationship established between the student and the class tutor will be of particular benefit when difficulties need to be faced; that is why the class tutor is normally the first point of reference when problems arise. Also, the class tutor would, where practicable, remain with the class right throughout their time in the school.

Career Guidance Counselling

The career guidance counsellor has a pivotal role to play in the school. She aims to facilitate all students' career needs and assure them of continuous support and counselling. In the course of their lives people are faced with the need to make significant decisions that affect both themselves and those around them. For second level students these choices are focussed on three key areas:

- Personal and Social
- Educational
- Career

Special Education Teaching

Our Special Education Teachers support students with a range of additional education needs. This support can be in the form of cooperative teaching, withdrawal groups or, on occasion, one-to-one teaching.

Prefects

Every first class group has two designated prefects who are 6th year students and are there to support the students.

Please see the Pastoral Care policy [here](#) for more details.

Wellbeing

At Our Lady of Mercy College we have adopted a whole school approach to Wellbeing. Parallel to our academic endeavours, we actively seek learning opportunities to enhance the physical, mental, emotional and social wellbeing of our students. There is overwhelming evidence to prove that students learn more effectively if they are happy in their work, if they believe in themselves, and if they feel that school is supporting them. We want our students to build life skills, and to develop a strong sense of connectedness to their school and to their community.

What supports are in place?

- **Buddy System:** Each first year class is supported by a nominated 6th year prefect. These “big sisters” have received training in mentoring and in supporting students as they transition from primary to post primary.
- **The Care Team:** The Care Team has an integral role in supporting students wellbeing. They meet regularly to discuss students’ progress, identify issues, and put supports in place for students who are experiencing problems.
- **The School Guidance Counsellor** provides Personal, Vocational and Educational Guidances on a one-to-one and in group settings. Unique to our school, we offer a Guidance module which covers topics such as self management, study skills, self-care, anxiety, bullying and mindfulness to name a few.
- **Raising Awareness:** We are always looking for opportunities to champion mental health and wellbeing eg. Mental Health Awareness Week and the very popular "Mercy Movement Challenge".
- **Check and Connect:** During the remote learning weeks, each Year Head holds a weekly Check and Connect. It offers our girls the opportunity to connect with each other, their tutor, and Year Head.

Our Guidance Counsellor has created

“My Little Book of Wellbeing”.

This booklet contains tips and strategies for minding and strengthening our wellbeing.

We will share this resource with your daughter at the start of the term.



My Little Book
of

Wellbeing

Anti-bullying

<p>All persons associated with the college have the right to be treated with consideration, dignity and respect. Bullying goes against this. It is unacceptable behaviour and it will not be tolerated.</p> <p>What is bullying?</p> <p><i>Bullying is unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time.</i></p> <p>Our policies apply to general school time, school-related activities, when wearing the school uniform and at any time when the school can be identified.</p>	<p>In Our Lady of Mercy College we strive to create a positive school culture and climate which:</p> <p>welcomes difference and diversity and is based on inclusivity;</p> <p>encourages students to disclose and discuss incidents of bullying behaviour in a non-threatening environment;</p> <p>promotes respectful relationships across the school community.</p> <p>We take a school-wide approach and implement education and prevention strategies including awareness raising measures.</p>
<p>Procedures for reporting incidents</p> <p>Who to Tell?</p> <p>Tutor or Year Head.</p> <p>Any staff member with whom the student feels comfortable.</p> <p>Class Prefect.</p> <p>Student Council Representative</p>	<p>How to Tell?</p> <p>Direct approach to teacher at an appropriate time, eg. after class.</p> <p>Hand note up with homework.</p> <p>Make a phone call to the school or to a trusted teacher in the school.</p> <p>Ask a parent or friend to tell on your behalf by phoning the school and asking to speak to the Principal, Deputy Principal or Year Head.</p>

For further information on our Anti-Bullying Policy, please click [here](#)

Part 5: Student Life

School Activities

In Our Lady of Mercy College we encourage our students to participate in a range of activities which aim to enhance their skills, talents, creativity, self-confidence, independence and enjoyment. Some of these activities will take place after school and others will tie in with subject areas. As a Catholic school we also encourage our students to be involved in the service of others at a local and global level.

Sport

Soccer
Basketball,
Badminton,
frisbee and volleyball.



Music

Choirs
Musicals
There is a long tradition of music in the school.

Spiritual/Liturgical events

Annual School Mass,
Retreat/Reflection Day each year
Celebration of the liturgical calendar





Trips and outings at home and abroad
Examples of previous trips include
Lake Garda
Barcelona
Poland
Paris

Annual Events

Sports Day
Market Day
Culture Week
College Awareness Week
Safer Internet Day
International Women's Day



Social Awareness

Raising Funds for charities at home and abroad.
Working with local community groups.

Student voice

eg Student Council,
Eco Green Schools Committee
Creative Schools Advisory Group



	<p>Subject-specific events eg Science Week Maths Week Seachtain na Gaeilge</p>
<p>Fun events Eg Christmas Door Decorating Competition Pumpkin Carving Fancy Dress</p>	
	<p>Creative Schools Initiative</p> <p>We are currently engaged in an initiative with the Arts Council to bring creativity in all its forms into various aspects of our school life</p>

Celebrating Excellence and Improvement

Our Annual Awards Ceremony takes place in May each year. At this ceremony we acknowledge excellence in many aspects of the students personal and academic development. Merit Certificates are also given to students at regular intervals throughout the year in recognition of the number of merits earned.

Part 6: Our School Community

Parents' Association

As a parent or guardian of a student attending our school you are automatically a member of the Parents' Association.

The Parents' Association (PA) is the voice for parents in the school. To ensure that the views of parents and students are established and heard, the Parents' Association meets approximately 6 meetings per school year including an Annual General Meeting (AGM). It is a forum to share and discuss ideas, and to make decisions on matters that will help our daughters and the whole school community.

The PA offers support to the school when school activities are taking place e.g. the Open Night, 6th Year and Transition Year Graduations, the Carol Service and TY Musical.

The PA has been involved in fund-raising events to fund the trophies for the end of year awards and provide extra resources to the school.

Parents' Association Committee

As a member of the Parents' Association you are eligible to join the Parents' Association Committee, which manages the responsibilities of the Association on behalf of all parents.

A committee Chairperson, Secretary and Treasurer are elected from the committee members. The parents' association elect two representatives to the Board of Management of the school.

3 Things you can do....

1. **Join the Committee** – attend the meetings to give your opinion and ideas
2. **Become a helper** – if you cannot attend meetings maybe you could give us your name and phone number so that you can be contacted if help is required at any of the events.
3. **Give us your email address** - so that you can be kept updated on what the Parent's Association is up to!!

Contact the PA by email: parentsmercybeaumont@gmail.com or send your name and number to the office for the attention of the Parents' Association.



Seating provided by our Parents Association

Our Student Council

The Student Council has representatives from each year group. The Council meets regularly and works in partnership with the leadership teams, students and parents to be the voice of students in policy making, improvements and positive change for our school community.

Our Prefects

A Prefect System operates in our school. Prefects are 6th year students and they take on various roles and responsibilities in the school. The Head Girl & Deputy Head Girl are appointed from within the Prefects .



Head Girl & Deputy Head Girl

Parent/Teacher Contact

Good communication between home and school is vital to ensure your daughter progresses.

What can you do?

- Use our School Journal to check homework and alert a teacher if there is an issue.
- Attend the Parent/Teacher Meeting which takes place once per year.
- Discuss the Student Reports at Christmas and Summer with your daughter.
- Make an appointment to meet/phone a teacher / Year Head.
- Keep us informed of anything which may impact your daughter eg illness in the family, change of circumstances.
- Keep us updated if you change mobile phone number, address etc so we have accurate information in the case of an emergency.

Follow Us!

For up-to-date news and information you could follow our social media pages

Official School Facebook page @mercybeaumont60

Official School Twitter page @Mercy_Beau

Guidance Dept Twitter @GuidanceMercyBe

TY Twitter @TYMercyBeaumont

Our website is www.mercybeaumont.com

Come on a virtual tour of our school [here](#)

Checklist for New Entrants

- ☐ Complete the [registration form](#) which you will find on our website
- ☐ Complete the **subject options** [google form](#) by Friday 12th February 2021
- ☐ Familiarise yourself with our school rules and policies
- ☐ Order the books from the booklist in June
- ☐ Order the school uniform in plenty of time