



OUR LADY OF MERCY SECONDARY SCHOOL
OZANAM STREET
WATERFORD

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Meánscoil Mhuire na Trócaire
Portláirge

June 2025

Dear Parents/Guardians/Students,

I hope this letter finds you in good health and enjoying the summer holidays. Please find enclosed some detailed information regarding the next school year which we request you to retain and read carefully. The school summer reports are available to view online. If you have any queries please do not hesitate to contact the school.

2025/2026 Return timetable for students (subject to change)

Thurs 21st August	2nd year students: 8.45 – 9.45 Assembly and registration in GPA
	TY students: 9.45 – 12.00 Assembly and registration in Library
	5th year: 9.45 – 10.45 Assembly and registration in GPA
Fri 22nd August	1st year students: 8.45 – 12.00 Assembly and registration in GPA
Mon 25th August	1st, 2nd, TY and 5th year students: 8.45 -15.40 Classes as per timetable
	6th year & 6th LCA students: 8.45 – 9.15 Assembly and registration in GPA
	3rd year students: 9:15 – 09.45 Assembly and registration in Library
Tue 26th August	Full classes for all students commence at 8.45am

School charges: The board of management has decided that the school charge per student for the year will be €110. (Family rates are available). The €110 school charge can be paid at the school office or by using STRIPE online via VSware. Please note that long queues and delays are likely during the student return-to-school period (21st August – 26th August). Students will be assigned a locker on receipt of the school charge. Thank you to all parents/guardians who have already paid the school charge.

Uniform: A reminder that our school uniform consists of: School kilt/trousers or navy pants, school jumper, white shirt, flat black or navy shoes and plain navy tights or socks. Runners are not acceptable instead of shoes at any time. Leggings/tracksuit ends are not acceptable instead of school trousers or pants. A single, small nose stud may be worn in school. No other facial jewellery may be worn in school. Please note: head scarves, if worn, must be blue, black, navy or white in colour.

PE uniform: The PE uniform consists of an official PE half-zip top which is available to purchase from K-Sport. *The students may wear a black tracksuit end and a white t-shirt with the official top.* Students may wear the official PE half-zip top in school for all their classes on the day that they have a scheduled PE class.

Mobile phones: The use of mobile phones on the school premises and grounds is forbidden. Mobile phones may only be used in lessons, for teaching and learning purposes, with the permission of the teacher. Use of mobile phones without permission will be subject to disciplinary points.

Lunchtime: All first year students must remain on school premises at lunchtime without exception.

Illness: If any student feels unwell during school hours she should speak to her teacher who will contact you via the school office phoneline as necessary. If you need to contact your daughter urgently during school hours you should phone the school office. Contacting via mobile phone during school time disrupts the teaching and learning environment and can lead to the student accumulating disciplinary points.

School office opening times: The school office is a very busy work space. Frequent interruptions can lead to a backlog of work building up in the office. To help alleviate this I am asking that you refrain from calling to the office at the following times unless it is an emergency:

Tuesday 1:40 – 3:30pm and Thursday 1:40 – 3:30pm.

Your co-operation is greatly appreciated.

Attendance & Engagement: We know that there is a connection between student school attendance, engagement and wellbeing. Students who attend school regularly feel a sense of belonging to the school community and realise that good attendance at each lesson is important to achieve success in education. As parents, you have a major influence on your daughter(s) attitude to attendance and engagement with school. **I ask you to work with us to encourage your daughter(s) to attend school every day, to engage in every lesson to the best of her ability and to participate in extra-curricular activities to help promote her wellbeing.** I ask parents, if at all possible, not to take family holidays during school term time.

Free School Book Scheme: The Dept. of Education introduced a free school book scheme for junior cycle students (1st, 2nd and 3rd years) in September 2024. The free book scheme is being extended to senior cycle (TY, 5th and 6th years) in September 2025.

Students going into 2nd, 3rd and 6th years should retain the books, copies and calculators they have already for September 2025/26. Those involved in the school rental scheme will be asked to return only the books they no longer need for September 2025. You will be issued with classroom resources and particular books that you may need for 2nd, 3rd or 6th year.

Students starting 1st year in September 2025 will be issued with books and classroom resources in August. You will be notified of the day and time for collection of books in August. Please find attached a list of school books and classroom resources being provided.

This scheme should assist parents with school costs associated with books and resources.

Pre-Examination Fees: All 3rd and 6th year students must pay a pre-examination fee. (This applies to all medical card and non-medical card holders.)

- (i) Pre-Leaving Cert exam fees €50 payable before 25 October 2024 (marked internally)
- (ii) Pre-Junior Cycle exam fees €110; 1st instalment of €50 payable before 24 October 2025 and 2nd instalment of €60 payable before 5 December 2025 (marked externally)

State Examinations Fees: In the past Leaving Certificate and Junior Cycle fees were payable online directly to the State Examinations Commission in March. In 2019 the fees were LC €116 and JC €109. (Medical Card Holders are exempt from this fee.) No fees have been charged since covid in 2020. No information for 2025/2026 to date.

Personal Accident Insurance: The board of management has decided to pay the personal accident insurance for all students covering school activities only this year. The 24-hour pupil personal accident insurance cover will not be provided in 2025/26.

After-School Study: Mon to Thurs 15.50 – 17.50 and Fri 13.40 – 15.40
Term 1 – September to December €100
Term 2 – January to May €100

I would like to congratulate all our teachers and students on their excellent work this year and thank all our parents for their continued support throughout 2024/2025. With your assistance and input we can continue to develop our school to best meet the needs of all the students in our community.

We look forward to welcoming all of our students and particularly the new first years and other students joining us for 2025/26. If any students have changed address or contact details please inform the school in writing.

We wish all the girls sitting state examinations the best of luck and hope everybody enjoys a lovely summer break

Yours sincerely,



Mary Meade
Principal