

20th June 2022

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I would like to take this opportunity to thank everyone in our school community for all your help and support over the past year. We look forward to welcoming all our students back to MICC for the school year 2022-23 and are particularly excited about welcoming all our new students.

Included in this letter you will find some useful information that we would like for you to discuss with your son/daughter.

Opening schedule

This is our opening schedule for 2022-23

Return Date	Year Group Returning	Year Groups on site	Time
Monday 29 th Aug	STAFF	STAFF	All day
Tues 30 th Aug	1 st Years	1 st Years	8:57 – 12:40
Wed 31 st Aug	Special Classes 3 rd & 6 th Years	1 st , Special Classes 3 rd & 6 th Years	8:57 – 12:40
Thurs 1 st Sept	2 nd Years & 5 th Years (including LCA)	1 st , Special Classes, 2 nd , 3 rd , 5 th & 6 th Years	8:57 – 16:00
Fri 2 nd Sept	4 th Years	All students	8:57 – 12:40

School Uniform

Over the past two years we have been lenient in relation to our school uniform in light of the circumstances we faced. However, moving forward full school uniform **must** be worn correctly each day. School fleeces are optional and can be purchased from the office in early September. Only **standard navy school trousers or navy knee length school skirt** and fully **black shoes** are acceptable. It is important to note that non uniform items **will not** be accepted and alternative colours and styles **will not** be allowed. The school uniform is available for purchase locally from Crowley's, The Square, Dunmanway. Changing rooms will be available once again for students to change into a dark tracksuit legs and top for PE classes.

Under health and safety guidelines, protruding piercings (e.g. rings/bars) are not allowed. All jewellery may have to be removed in some classes and while on some school activities. We appreciate parental support in ensuring that this doesn't become an issue

School Day

The school day is as follows

Class period	Monday-Thursday	Friday
Tutorial	8:57 – 9:05	8:57 – 9:05
1	9:05 – 9:45	9:05 – 9:45
2	9:45 – 10:25	9:45 – 10:25
3	10:25 – 11:05	10:25 – 11:05
Morning Break	11:05 – 11:20	11:05 – 11:20
4	11:20 – 12:00	11:20 – 12:00
5	12:00 – 12:40	12:00 – 12:40
6	12:40 – 13:20	
Lunch	13:20 – 14:00	
7	14:00 – 14:40	
8	14:40 – 15:20	
9	15:20 – 16:00	

School Calendar

Our school calendar is available on our website and in the students' journal. These are some significant dates for you to be aware of during the school year. It might be useful to place on the fridge for future reference.

School Re-Opening	30 th August
6th Yr. P/P/T Meeting	29 th September
Junior Cycle CPD for Teachers	20 th October
Autumn Mid Term	31 st October –4 th November (inclusive)
3rd Yr. P/P/T Meeting	15 th November
2nd Yr. P/P/T Meeting	1 st December
Christmas Holidays	22 nd December-4 th January (inclusive)
Pre-examinations	23 rd January-3 rd February approx.
Bank Holiday	6 th February
5th Yr. P/P/T Meeting	8 th February
Spring Mid Term	13 th –17 th February (inclusive)
Junior Cycle CPD for Teachers	27 th February
St Patrick's Day	17 th March
1st Yr. P/P/T Meeting	27 th March
Easter Holidays	3 rd –14 th April (inclusive)
Bank Holiday	1 st May
Last day of school	2 nd June

Lockers

Lockers will be available for students to use again this year. Lockers will be allocated by the relevant Year Head. Transition Year students will not be allocated lockers.

Attendance

Students must be in school on time. Students should be in the school building by 8:50am so that they can be seated in their classroom for morning tutorial by 8:57am. Early leaving will not be

accommodated except in exceptional circumstances. It is important that all students maximise their time in class throughout the school year.

Attendance at school each day is expected and is the best way for a student to keep on top of their work. The National Education Welfare Act recognises the central role of parents/guardians in providing for their children's education. Education Welfare Officers (EWOs) work in close co-operation with the school with a view to ensuring regular school attendance and developing strategies to reduce absenteeism. School management is legally obliged to inform the Educational Welfare Officer of particular problems and high levels of absence from school.

We expect everyone's cooperation in this regard

Annual Registration

Our annual registration is set out below and can be paid in full or in instalments as soon as possible. We would like to thank you in advance for your co-operation in this regard.

Payment should be made by using our Way2Pay on-line payment system for all fees and costs. You will receive a text notification when it is accessible. Please go to www.micc.ie for the parent guide on 'How to pay online by using our Way2Pay system'.

This is for your convenience and to make MICC a cashless premises. All payments can be in instalments and a text receipt will issue directly to you.

It is due to the continued payment of the Student Resource & Development Fund that MICC is in a position to continue to offer our students an extensive range of services. As was the case in previous years our Student Resource and Development Fund is in place to assist in covering the cost of day to day expenses including: photocopying, SMS text alerts, postage, most materials for practical subjects (e.g. Metal, Art, Wood), some activities and other incidentals that crop up throughout the year. This voluntary fund does not cover the cost of some activities/trips that may involve substantial costs.

Payments by all families			
1	Annual Registration Student Resource & Development Fund	First Child Or Family	€70.00 €100.00
2	Student Journal & 24 hour Student Personal Accident Insurance	€18.50 per student	

PLUS payment as relevant per year group				
	1 st	2 nd	3 rd	
Book Rental (optional) 1st, 2nd & 3rd year Books issued once payment received	€130	€105	€50	
Locker (For all year groups except TY)	€10			
Transition Year	€100			
Leaving Certificate Applied	€50			
Special Classes	€50			

Note: Sending a son or daughter to school is expensive. The school however, may be in a position to help anyone experiencing particular difficulty with uniform, books or school fees. Anyone requiring assistance is asked to arrange a call with school management, to discuss any

such concerns and possible supports available. Each individual will be dealt with in the strictest confidence. Please contact the school office should you find yourself in this position

School Completion Programme

We are very fortunate in MICC to have the support of the School Completion Programme team. The SCP Programme is a programme to support children and young people who are at risk of early school leaving and students of school going age who are not currently attending school. The team in MICC includes Roger Earl, Lisa Carey and Victor Hayes.

Booklists

Information regarding booklists, etc are available to view on the school website www.micc.ie

Student Cars

Student cars are not allowed to park on school grounds. We have also been asked by local residents that students do not block private roadways and entrances if parking in the vicinity of the school

Contact details

It is most important that we have the correct contact details for parents/guardians. We will be using email as our main method of communication with parents/guardians for the upcoming school year.

In the event that your personal data (e.g. home address, contact number, email address) changes during the course of the year can you please communicate your new details to the office by emailing miccinfo@corketb.ie as soon as possible. This will ensure that you receive all communications in a timely fashion.

As always if you have any queries you can contact us via email on miccinfo@corketb.ie

I hope you all have a lovely summer

Kind regards

Niall Murphy

Principal