



**PRESENTATION
SECONDARY SCHOOL
TRALEE**

COURTESY FRIENDLINESS CO-OPERATION

Presentation Secondary School, Ballymullen,
Tralee, Co. Kerry V92 AY91
Meánscoil na Toirbhirte, Baile an Mhuilinn, Trá Lí,
Co. Chiarraí V92 AY91
Tel. 066 7122737 | Fax. 066 7129409
Email: office@prestralee.ie | www.prestralee.ie

Contacts:

Due to Covid19 Health and Safety Regulations - we will not be offering a school reception facility for parents. It is important that you know how to contact us.

School office: office@prestralee.ie

Principal: Ms Mary Kennelly: principal@prestralee.ie

Deputy Principal: Ms Chrissie Kelly: ckelly@prestralee.ie

Year Head: [Details](#)

Who will contact you? The Year Head

Who is your first point of contact? The Year Head

Who has access to your email address? School management and teachers.

-Our website is updated very regularly and contains up to date information and forms in the policies/downloads section. It also contains information on where to purchase school uniforms and student booklists.

-Passwords for Way2Pay, VSware will be issued or re issued to parents as early as possible via email.

-Passwords for Office 365 will be issued or re issued to students as early as possible.

What to do if your daughter is presenting with symptoms?

-Please keep her at home and inform the Year Head or the school office.

-If your daughter becomes sick at school, she is asked to present to the office, she will then be placed in a waiting room, while her emergency contact person is contacted. You will be required to put arrangements in place for her collection as soon as possible.

-Up to date information on school health regulations will be posted on the website as we receive them.

School Policies and procedures:

-The policies employed by Pres Tralee are available on the school website under Policies & Downloads.

-The Acceptable Usage Policy (AUP) and related documents to online learning and the use of Office 365 are some of the most important in the current climate.

-The 4Rs & 5Ps of Pres act as guidance to our students in relation to every aspect of their school day.

- As so much of our work now involves online communication, staff receive very high volumes of emails/messages. For this reason, when submitting assignments/emails –please allow two working days for teachers to reply to students.

- As a courtesy to all, students are instructed not to contact other students, or any member of school staff on school business, outside of the hours of 8am and 10pm Mon- Fri, unless it is an emergency.

The School Website: www.prestralee.ie



To access VSware, Way2Pay and Office 365 from
www.prestralee.ie



VSware: access to your daughters' attendance and behaviour records and reports.



Way2Pay: online payment system



Office 365: school email and online teaching platform.

How will Pres Tralee conform to Government guidelines?

-The health and safety of our students and staff is our number one priority in the current climate.

- A set of guidelines on student / teacher behaviours to promote health and safety will be available on the school website. We ask that all parents and students familiarise themselves with this before returning to school.

Face Masks:

We recommend that face masks are worn at all times while in school.

1. YouTube link on how to make your own:
<https://youtu.be/Mgp7DSGN33k> (NO sewing option)
https://youtu.be/uRfhuRNua_E (sewing option)
2. Contact for person making washable cloth masks (profits going to Charity): Susan Moriarty (087) 0696291
3. A number of local companies and pharmacies also supply disposable masks - however we would ask that where possible students do not rely on disposable masks in order to protect our front line workers and the environment.

Government guidelines on safe use of face masks:

<https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/>

The management and staff of Pres Tralee look forward to welcoming your daughter back to school and to working together safely for the coming school year.

RESPONSIBILITIES

- I am responsible for my own behaviour and so I must work to ensure that all students feel safe and included in this school.
- I am responsible for my learning and I am responsible for ensuring that I never prevent other students from learning.

RIGHTS

- I, and all other students, have the right to feel happy, safe and included in this school.
- I, and all other students, have the right to learn and be taught in this school.



RULES

- I must always act and behave to ensure others feel safe and included in this school.
- I must always behave in a way that promotes the learning of other students.

ROUTINES

THE 5 P's OF PRESENTATION

- **PUNCTUAL**
Be on time for class - first bell at 8:45am/1:55pm/2:10pm
Learning and teaching starts at 9:00/2:00/2:15
- **POLITE**
Line up outside door of classroom. Sit in assigned seat – unless moved by teacher. Show respect for my classroom. Tidy my space before leaving. Replace my chair. Listen when others are speaking. Speak with respect to others. Polite behaviour and conduct in school. Walk in corridors.
- **PREPARED**
Make sure I have all my material - books, copies, art pack etc. Have my journal on desk at start of class. Notes to be presented to teacher at the start of class. Write down my homework.
- **PRESENTABLE**
Be in correct uniform. Uniform = P.E. Gear / Home Ec. Apron / Lab Coat. Uniform ≠ piercings, fake tan, false nails, false eyelashes. Represent my school – trips, in town, team / sports activities, house / sate exams.
- **PRODUCTIVE**
Use my class time to learn. Do not prevent others from learning. Use bathroom at breaktime. Do not interrupt learning time. I may not leave class to go to my locker – class time for learning & teaching.