



5th November, 2019

RE: Progress Reports - Election of Parent Representatives to the Board of Management - School Calendar

Dear Parent(s)/Guardian(s),

Enclosed, you will find two very important documents:

- Your child's October Progress Report (Junior Students only)
- Ballot paper for the election of parent representatives to the Board of Management.

Assessment & Reporting

This year, we are trialing a number of changes to our assessment and reporting procedures.

Alongside the normal ongoing communication between teachers and parents and the once annual Parent-Teacher-Student meetings for each year group, we currently issue formal written reports 4 times a year:

- Progress Reports in late October/early November and February/March
- End of term reports, including end of term exam results, in December and May.

Among the changes we are trialing this year are:

- October Progress reports are being issued to Junior Cycle students only and are based on work completed by your child and assessed by their teacher in the first 8 weeks of the school year. We hope to extend the revised model of Progress Reports to 5th Year students for February/March.
- Progress Reports now contain only a grade (based on Junior Cycle grade descriptors) and/or a mark and no teacher comment.

Previous Progress Reports contained only a teacher comment and no grade/mark. We have made this change based on feedback from students and parents, who expressed the view that a grade/mark would be more helpful. Teachers will continue to provide formative feedback to students directly on the work assessed.

- We are posting the reports home instead of making them available on ePortal only. Although there is a considerable cost and administrative burden associated with posting reports, again we have made this change based on feedback from parents as well as from teachers. We will continue to review how we share reports with parents over the course of the year.
- With the significant changes to assessment coming about as a result of Junior Cycle reform, we have decided not to have formal timetabled exams in mid-November this year as we have in previous years. Instead, only Third and Sixth Year students will have formal exams (Mini-Mocks) at this time. 1st, 2nd and 5th Year students will be assessed by their teachers during their regular classes during Assessment Week (11-15 November).
- Third and Sixth Year students will have Mock Exams as usual in February and 1st, 2nd and 5th Year students will have formal timetabled exams as usual in late April/early May.
- The next report you will receive from the school will arrive in December as normal and will be based on work completed by your child and assessed by their teachers during Assessment Week. For Third and Sixth Year students, these reports will be based on their Mini-Mock exams that also take place that week. These End of Term Reports will continue to include a mark, grade and teacher comment.
- During the course of the year, we will be seeking your views on how our assessment and reporting procedures can continue to be developed to ensure our students have the best opportunities to achieve their academic potential.



Once you have read your child's report and discussed it with them, we would ask that you fill in the appropriate section in your child's Dialann.

Election of Parent Representatives to the Board of Management

Following our previous letter seeking nominations for parent representatives, 1 male and 2 female nominations were received by the deadline.

As only 1 male parent was nominated, that person – Mr. Aidan Falvey – is duly appointed to the Board of Management.

As there were 2 female parents nominated, an election must now be conducted for parents to decide on their preferred candidate. Enclosed, you will find a Ballot Paper for the election of the female parent representative to the Board of Management.

In order to be counted, **completed ballot papers must be returned to the school office no later than 15.00 on Monday 11th November 2019.** Ballot papers may be posted to the school or returned in person to the main office at the school either by yourself in person or by your son/daughter on your behalf.

Each household will receive two ballot papers. Each parent is entitled to one vote, regardless of how many children they have enrolled in the school.

Please note the following important information about your Ballot Paper:

- The Ballot Paper consists of two pages.
- The first page requires you to provide your child's name and date of birth as well as your signature. This information is required to determine that each Ballot Paper has been received from a valid elector so as to ensure the integrity of the voting process. Procedures have been put in place to ensure that the process of checking the validity of each ballot will not affect the anonymity of each ballot.
- The second page contains space for you to vote for your preferred candidate.
- **Both pages** must be returned together by the deadline for ballots to be counted as valid.

We appreciate your understanding of the narrow time frame that this process is subject to. We are constrained by the requirement to have the process completed in time for the next meeting of the Board of LMETB so that our school's new Board of Management can be formally created and begin its work.

School Calendar

As you will be aware, there have been a number of alterations to the school calendar since the beginning of the year, as there are every year. The process of creating the calendar for the Academic Year begins in January each year and is finalised in May. As a result, it is not always possible to include all the relevant events.

Among the changes to the school calendar is that the **school is closed on Monday, 2nd December.** We apologise for this erroneous omission from the original calendar and any inconvenience caused.

A reminder too that the **school is closed on Thursday 21st November** to facilitate staff Junior Cycle training.

Yours faithfully,

Seamus Meehan
Acting Principal

Colm Connolly
Acting Deputy Principal

John M^c Carthy
Acting Deputy Principal