



Coláiste Muire

A Welcome Guide for  
First Years  
2024

**'Academic Excellence in a Supporting & Caring Environment'**

I want to welcome you, our new First Years to Coláiste Muire. Our school will play an especially significant role in your education over the next number of years. We have a long tradition of educating girls and ensuring that our students are capable, confident, and competent in skills required for an ever-changing world.



Moving from primary education to secondary school is a big transition but there will be many people here in our school community to help you with that move. Our school is known as a welcoming school, and we value respect and care for all. There will be many opportunities available to you academically in the classroom and outside, I ask you to make the most of all these opportunities, if you do so you will reach your full potential. There are many extracurricular activities available in our school, so I encourage you to get involved in some of these as they enhance your education in another dimension.

I am immensely proud of all our Coláiste students, past and present, and I am confident that I will be enormously proud of you also, our new First Year students.

I wish you many happy, productive years in Coláiste Muire.

Kind Regards,  
Jean Pound,  
Principal.



Moving from Primary school to Secondary school is an exciting time in your life. You will get to meet new people, make new friends and experience new subjects.

The purpose of this booklet is to help you to prepare for the first few weeks of secondary school.





## During the Summer Months

Your parents can order your iPad during the summer from Select using the following link: <https://sps.selectonline.com>

The password is ennis9497

The school jacket will be distributed to students in school in September.

This year schoolbooks and copies and being provided to all first years through the new Department of Education school book grant scheme. Books will be available for collection in school on 23<sup>rd</sup> of August. You will need to sign a form stating that you have received the books. The books are the property of the school and need to be returned to the school after junior cycle



### During the Summer Months (continued)

You will need to organise your school uniform. This can be purchased in Pynes Shop in Abbey Street. There are two uniforms in Coláiste Muire: a junior uniform and a senior uniform



It is also a good idea to buy a keychain for your locker key as it can be clipped to your skirt/trousers and prevent you from losing your key.





## School Uniform



### Junior Uniform

- Green jumper with school crest
- White long sleeved blouse (winter months)
- White short sleeved polo shirt (summer months)
- Navy trousers / Green school skirt\*
- \*The skirt must be worn to knee length.
- Dark school shoes (not runners!)
- Blue school jacket



## School Uniform (continued)

The Junior Uniform is worn by students from first to third year.

If you need to wear alternative footwear to the dark shoes specified above, you need to have a note from a medical professional requesting this permission.

**Facial Jewellery is not permitted in school.**



**Junior and Senior Uniforms**



## School Books and iPad

In Coláiste Muire all students use an iPad. Your school books are stored on the iPad as e-books.

Your parents can call to the school on August 23<sup>rd</sup> between 9.30-12.00 to collect your school books, copies and iPad. They will receive a reminder text a few days in advance.

You will receive e-books and hard copies of your school books. The hard copies are useful to have at home for studying purposes. You will not need to bring any hard copies of text books to school, just some workbooks. Your teachers will tell you in advance if you need to bring a workbook to school. You do not need to do anything with the iPad before starting school, it will all be explained to you during the first few days. You will also receive instructions during the first days of school on how to download the e-books.

The iPad has management software installed on it. Apps are pushed out to your iPad from school. You are unable to access the App store directly to download Apps. There are important rules regarding the use of the iPad. These are outlined in your school journal on pages 13 - 16.





## The First Day – Monday 26th August 2024

- You will wear your uniform to school today.
- You need to bring a notebook and pen plus a snack for your lunch – no books required.
- You will be in school from 8.55–12.30
- You do not need your iPad on the first day.

You will be the only year group in school on your first two days in school. This is a chance for you to get to know the school and your way around.

On the first morning you will be greeted in the General Purpose (GP) area by the Leaving Cert peer helpers, who are going to be your guides and helpers for the day. You will sit in the GP area for a short while until everyone is present.

You will then be divided into your class groups. There are six classes in first year—1A,1B,1C,1D,1E and 1F. All classes are mixed ability. You will have some time to meet with your class director who will give you your school journal and timetable.

After break you will have a guided tour of the school with the Leaving Cert Peer helpers, followed by a wellbeing session.



## Tips from current First Years for the First Days!

Try and sit with  
someone at  
lunchtime, so  
you are not on  
your own

# New Friends

Make an  
effort to talk to  
people to make  
new friends

Smile – even if you don't  
feel like it and someone  
will smile back at you!

Join extra-  
curricular sports  
or activities to  
meet new  
people



Remember –  
everyone is  
nervous on  
the first day!



## The Second Day - Tuesday August 27th 2024

- You will wear your PE gear to school today - no uniform required.
- You need to bring a notebook and pen plus a snack for your lunch - no books required.
- You will be in school from 8.55–12.30
- You will need your iPad today.

You will spend some time with your class director again this morning. You will also have iPad training, a treasure hunt and a sports class.



Bring your own reusable water bottle and you can fill it from one of the fonts located in the GP area or on the top floor.



### School start & finish times

School starts at the same time every morning and finishes at different times depending on the day as follows:

**Start time:** Every day: 8.55am

**Junior Break:** Mon-Thurs: 10:15-10:30  
Friday: 11:35—12:00

**Lunch Times:** Mon-Thurs: 12:30-13:20  
Friday: No lunch due to early finish &  
longer break time.

**Finish Times:** Mon, Tue & Thurs 16:00  
Wed 15:20  
Friday: 14:00



## Your School Timetable

In secondary school you will follow a school timetable. Every class period is 40 minutes long. Sometimes you will have a double class of the same subject which is 80 minutes long.

The photo below shows what you see on a timetable:

Teacher name	Subject
R. Ed. R45 Geraldine Bradley 1P-A 08:55 - 09:35	Science R304 Noreen Nagle 1Sci-6.1 08:55 - 09:35
Business Studies R58 Barry Donnellan 1Bus-A 09:35 - 10:15	Mathematics R18 Ann Madden; Michelle Madigan 1Mat-A 09:35 - 10:15
Room	Time

Two teacher names means there is a team teacher in the class also.

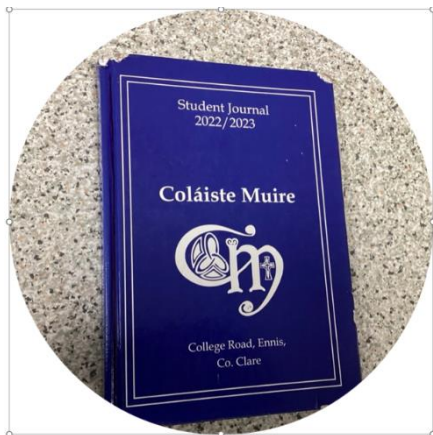


## A Sample Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00	English 8:55 Guided Book Study 08:55-09:35	Science 8:55 Harvest Vigil 08:55-09:35	C.E. & E 8:55 Franciscan 08:55-09:35	Religion 8:55 Judy Casey 08:55-09:35	Geography 8:55 Laurie Fisher 08:55-09:35
10:00	Business Studies 8:55-09:35 Barry Donohue 09:35-10:15	Mathematics 8:55 Ann-Maree Fitzgerald-Maclean 09:35-10:15	Mathematics 8:55 Barry Donohue 09:35-10:15	Business Studies 8:55 Barry Donohue 09:35-10:15	Science 8:55 Harvest Vigil 09:35-10:15
11:00	Geography 9:35 Laurie Fisher 10:35-11:15	Religion 9:35 Judy Casey 10:35-11:15	Geography 9:35 Barry Donohue 10:35-11:15	Mathematics 9:35 Nigel R. McElroy 10:35-11:15	Science 9:35 Harvest Vigil 10:35-11:15
12:00	Science 9:35 Nigel R. McElroy 11:35-12:35	Geography 9:35 Laurie Fisher 11:35-12:35	Mathematics 9:35 Barry Donohue 11:35-12:35	Religion 9:35 Judy Casey 11:35-12:35	Science 9:35 Harvest Vigil 11:35-12:35
13:00	Geography 11:35 Laurie Fisher 12:35-13:15	Religion 11:35 Judy Casey 12:35-13:15	Mathematics 11:35 Barry Donohue 12:35-13:15	Mathematics 11:35 Nigel R. McElroy 12:35-13:15	Mathematics 11:35 Nigel R. McElroy 12:35-13:15
14:00	Geography 13:15 Laurie Fisher 14:05-14:45	Religion 13:15 Judy Casey 14:05-14:45	Mathematics 13:15 Barry Donohue 14:05-14:45	Mathematics 13:15 Nigel R. McElroy 14:05-14:45	Mathematics 13:15 Nigel R. McElroy 14:05-14:45
15:00	English 14:05 Sinead 14:05-14:45	Religion 14:05 Judy Casey 14:05-14:45	Mathematics 14:05 Barry Donohue 14:05-14:45	Mathematics 14:05 Nigel R. McElroy 14:05-14:45	Mathematics 14:05 Nigel R. McElroy 14:05-14:45
16:00	History 14:45 Margaret 14:45-15:25	Religion 14:45 Judy Casey 14:45-15:25	Mathematics 14:45 Barry Donohue 14:45-15:25	Mathematics 14:45 Nigel R. McElroy 14:45-15:25	Mathematics 14:45 Nigel R. McElroy 14:45-15:25



## Your School Journal - Useful Tips!



- Insert a copy of your timetable on first page of your journal.
- Make a note of your email address on a blank page in your journal.
- Make sure you write all your subjects at the start of the day/week.
- After every class, make sure you write what you did in class even if you don't get any homework.



## Being Organised

Note - You will not get any homework for the first two weeks. The purpose of this is to give you time every evening to get organised for the next day.



### Organisation Tips from current first years!

- Each day in class make a note in your journal of the topics you covered in class - this will be very helpful when you are revising for tests.
- Make sure to charge your iPad every evening.
- You do not have every subject every day, so it is important to organise your bag the night before with the copies and workbooks you need for the classes on your timetable the following day.
- Remember to bring your PE gear for PE class.
- Remember to pack your locker key, especially on Sunday evening as you may have removed it over the weekend when washing your uniform.





## Your School Locker

You will receive the keys for your school locker during your first week of school. The first year lockers are located beside the science labs on the ground floor.



You can go to your locker before school in the morning, at break time, lunch time and at the end of the school day. Students do not have permission to go to their lockers at other times.



### Locker tips from current first years!

- Keep your timetable in the inside door of your locker
- Keep your locker organised so when getting books you can do so easily and quickly
- Write the name of the subject on the spine of your copy so you don't get the wrong copy
- Have a folder for each subject to keep tests, worksheets, and important information
- Remember to bring home your lunchbox every day: don't leave food in your lockers.
- Lockers should be cleaned out before term breaks.



## The School Canteen



The canteen is located in the GP area and is open at break and lunch times. Hot and cold food is served each day. The menu varies each day and includes: pasta, sandwiches, soup, rolls, and salads. There are also cold drinks available.

The canteen accepts cash or card. You can also use your phone to pay (if you have apple pay or similar setup on your phone). All first years stay in school at lunch time. Second and third year students are permitted uptown one day in the week.



### What to do if...

#### **You are feeling unwell in school:**

If you feel unwell, tell your teacher and ask for permission to go to reception and inform Mary. She will phone one of your parents. If there is no one in the office, go to one of the Deputy Principal offices and they will phone for you. You do not have permission to call home yourself.

#### **You forgot your lunch/iPad**

Go to reception and inform Mary. She will phone one of your parents. If there is no one in the office, go to one of the Deputy Principal offices and they will phone for you. You do not have permission to call home yourself.

#### **You are absent from school**

Your parents will need to complete an absence for you on VShare. There are specific instructions about this on the school website: [www.colaistemuire.ie](http://www.colaistemuire.ie)



## What to do if...

### **You need to leave school early**

You are encouraged, where possible, to arrange appointments outside of school time. If you need to leave school early, your parents need to complete a request on VShare. At the scheduled time, you go to reception and sign out in the sign out book.

### **You are late for school.**

Your parents need to complete an explanation on VShare. You need to sign in at reception before you go to class.

### **Your iPad/e-book is not working.**

Follow the checks that you were shown during iPad training. If it is still not working, send Ms Ní Mhuirí a message on Teams or email ([nnimhuiri@colaistemuire.ie](mailto:nnimhuiri@colaistemuire.ie)) and she will get back to you. She is also available each morning between 8.30 - 8.50 if you wish to meet with her then in her office or the GP area.



## Your iPad

When you collect your iPad you will be given an information sheet with your school email, password and apple ID.



Liosban Business Park, Tuam Road,  
Galway, H91 RD70  
Tel: 091 755222  
eMail: [tom.callanan@selecttechgroup.com](mailto:tom.callanan@selecttechgroup.com)



Student Name  (Student)

eMail Address	<input type="text"/> @colaistemuire.ie	Password	<input type="password"/>
Managed Apple ID	<input type="text"/> @colaistemuire.ie	Password	<input type="password"/>
eBook Login	<input type="text"/> @colaistemuire.ie	Password	<input type="password"/>
iPad Type iPad 10.2" 256GB 9th Gen. WiFi & Zagg Keyboard		iPad Serial No. <input type="text"/>	

Subject	Book Title	Publisher
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### Sample information sheet

### Important

Take a photo of this sheet and also keep it in a **safe place**. You will need to use these logins to sign in to your iCloud account and to download your books. This sheet or a photograph of it should be brought into school on the second day, with your iPad.



## Your iPad

The school book Apps and lots of other educational apps will come pre-loaded on your iPad. You will be shown how to connect to the school internet and download the books during iPad training the second day. There are important rules regarding the use of the iPad in school. Please read these in your journal on pages 13 - 16.





### iPad Tips from First Years

- Take a photo of your timetable and set it as the wallpaper on your iPad.
- Don't forget to charge your iPad every evening.
- Teams is not somewhere to message friends.
- Your iPad will be checked - be careful of what's on your iPad.
- Message teachers on Teams during school hours only
- If you are absent for a lesson, ask a classmate to send you the information/homework on Teams



### Mobile phone policy.

Junior school students are not permitted to use their phone at all on the school premises (except when using it to pay for food in the school canteen). Please read the policy regarding mobile phones on page 22-23 of your school journal.





## Extra-Curricular Activities

There are lots of extra-curricular activities available in Coláiste Muire. It is important to join a few as it will help you to get to know other students in your year group. Check the Teams App on your iPad for messages about different activities and listen to the announcements on the intercom each morning.



### DIFFERENT SPORTS TO PLAY

Camogie  
Football  
Soccer  
Basketball  
Tennis  
Volleyball  
Badminton  
Horse-riding



## Extra-Curricular Activities - Tips

- ☐ Be present as much as you can at training
- ☐ Respect your coaches/trainers
- ☐ Try to make new friends while having fun
- ☐ If you have a reason, you can't attend training email your coach or message them on Teams



- ☐ Don't forget your gear
- ☐ Be on time to training and matches
- ☐ If you are at a match, make sure to catch up on class work and homework that you missed
- ☐ Try your best at training and matches



## The Lunch Club

The Lunch Club takes place in room 31 from Monday - Thursday from 12.45 - 13.10. It is open to all students and is supervised by a teacher. Students can chat and play board games in a quieter space than the main GP area.

## The School Library

The library is open every lunchtime (Mon-Thurs) from 12.45-13.10. Students can read or study at this time. The consumption of food or drink is not permitted in the library.





## Care Team

There are lots of people to help you in school if you have questions, are anxious or are worried about something.



**Class Director**- every class is assigned a class director who you will meet on the first day. Your Class Director will also be one of your Class Teachers.

**Peer Helper** - You will meet your leaving cert peer helper on your first day in school.

**Class Teacher**- If you are worried about something relating to a specific subject, please ask your teacher for help or advice.

**Year Head** - Mr Mark Sweeney is the year head for First Year. You will meet him on your first day in school.



## Care Team- Continued

**Guidance/Counsellors** - Mr Richie Hayes and Ms Ailish Egan are in school guidance/counsellors.

**Learning Support Co-ordinator-** Ms Joanne Casey is the learning support co-ordinator. Her office is located beside the library entrance.

**Deputy Principals-** There are three deputy principals in school: Ms Geraldine Lydon, Mr Ray Maher and Ms Niamh Ní Mhuirí.

**Principal** - Ms Jean Pound is the school principal

**School Office/Reception** - Ms Mary Wylde in the school office will phone home for you if you are feeling sick.



## School Layout

You will get more familiar with the school layout during the first few days.

Location	Room Number(s)	Description
<b>Ground Floor</b>	1,5,6	Science Labs
	3	Science Room
	4,16	Classrooms
	17	Music Room
	12	IT Room
	14, 15	Guidance/Counsellors
<b>First Floor</b>	18,19,21,23,24,25,26,30,31,35,36,37,41,42,43,44,45,46	Classrooms
	20,22,31A,32,35A	Learning Support
	47,48	Home Econ
	49	IT Room
	50	Sewing Room
	38,40	Art Room
	Library	Library



School Layout - continued

Location	Room Number(s)	Description
Second Floor	301,302,303,304,305,306, 310,311,312,313.	Classrooms
	307,307	Science Labs
	Across from the exit near Room 17	Tech Rooms (RT1 & RT2)
St Mary's Hall	58,48,60,61	Classrooms
Sportshall	Gym 1 & Gym 2  Exit from main entrance and walk down.	PE Halls



The guidance area is on the ground floor of the school.

Upcoming Events



These are some of the events that take place during the first term:

The **School Mass** takes place during September. It is a great celebration of community where the whole school gather together to celebrate all that is good about our school.

**Mission Week** - this takes place in October. Fun activities include teacher dress up day and the Leaving Cert Concert. It is a memorable week with all funds raised going to support

TY and Fifth Year students participate in the **school musical** which takes place from 25<sup>th</sup> - 30<sup>th</sup> November. This year's musical is 9 to 5.





## Settling in Tips from First Years

There are lots of people to make friends with - you just have to make an effort



Everyone is starting new- just like you so don't worry about it



Talk to as many classmates as you can



It's normal to feel very tired the first few weeks- you get used to everything after a while



It is only a small test - it doesn't matter as much as you think it



It takes time to settle in.





## Settling in tips from Síofra Burke

### Letter to my 6th Class Self



Dear 6th Class Me,

Secondary school is way better than you expected! Even though the hours are longer and the classes are harder, it is way more fun than primary school and all the people are so nice!

You thought that you would hate school because some of your friends were going to other schools, but you've made so many new friends and become friends with people you never thought you would! Everyone here is really kind and the older girls are really welcoming!

All the sports in the school are so great! You play basketball, soccer and camogie during lunch most days (when it's dry at least)! There has been matches too, so I've got to miss some classes—which is a bonus!

You thought that History and PE would be your favourite subjects, but actually English and Art are!

If I had to give you some advice about first year of secondary school, I'd say don't stress about the tests, they don't mean that much after all. Respect your teachers, they aren't that bad after you get to know them!

Good Luck!

Síofra Burke, IE