



Coláiste Muire

A Welcome Guide for
First Years
2025

**'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://school.selectonline.com/access/code/login/school/sps/>

The password is ennis9497

Schoolbooks and copies are 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 22nd 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. Please ensure you bring a strong shopping bag with you on the day to carry all the books.



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 22nd between 9.30-12.30 to collect your school books, copies and iPad. They will receive a reminder notification on the school App 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 25th August 2025

- 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 iob
the first day!



The Second Day - Tuesday August 26th 2025

- 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 fountains 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	
Room	Time	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

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

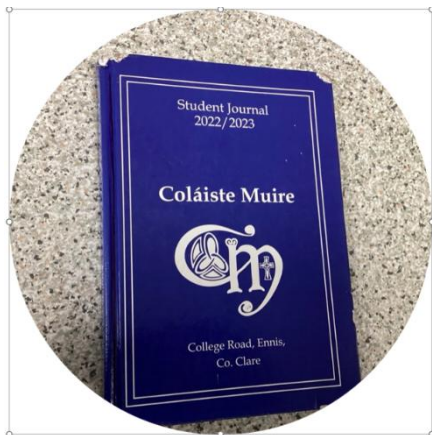


A Sample Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00	English R11 08:55-09:30	Science R11 08:55-09:30	CEC Francis Lacey 08:55-09:30	Maths R11 08:55-09:30	Geography R11 08:55-09:30
10:00	Business Studies Barry Coleman 09:35-10:10	Mathematics Ann Madden, Nicola Macken 09:35-10:10	Mathematics R11 09:35-10:10	Business Studies Barry Coleman 09:35-10:10	Science R11 09:35-10:10
11:00	Geography R11 10:55-11:30	Maths R11 10:55-11:30	Geography R11 10:55-11:30	Mathematics R11 10:55-11:30	Science R11 10:55-11:30
12:00	Geography R11 11:55-12:30	Maths R11 11:55-12:30	Mathematics R11 11:55-12:30	Mathematics R11 11:55-12:30	Mathematics R11 11:55-12:30
13:00	Geography R11 13:25-14:00	Maths R11 13:25-14:00	Mathematics R11 13:25-14:00	Mathematics R11 13:25-14:00	Mathematics R11 13:25-14:00
14:00	Geography R11 14:05-14:40	Maths R11 14:05-14:40	Mathematics R11 14:05-14:40	Mathematics R11 14:05-14:40	Mathematics R11 14:05-14:40
15:00	English R11 14:55-15:30	Maths R11 14:55-15:30	Mathematics R11 14:55-15:30	Mathematics R11 14:55-15:30	Mathematics R11 14:55-15:30
16:00	History R11 15:55-16:30	Maths R11 15:55-16:30	Mathematics R11 15:55-16:30	Mathematics R11 15:55-16:30	Mathematics R11 15:55-16:30



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 absentee form for you on the school App. Further instructions about this will be sent to your parents at the end of August.



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 permission to leave form on the school App. At the scheduled time, you go to reception and input your data on the screen to sign out.

You are late for school.

Your parents need to complete a Late Note on the school App. When you arrive at school, you go to reception and input your data on the screen to sign in.

Your iPad 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) 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



Student Name (Student)

eMail Address	@colaistemuire.ie	Password	
Managed Apple ID	@colaistemuire.ie	Password	
eBook Login	@colaistemuire.ie	Password	

iPad Type iPad 10.2" 256GB 9th Gen. WiFi & Zagg Keyboard iPad Serial No.

Subject	Book Title	Publisher
---------	------------	-----------

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 - You will also meet your year head on the first day of 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
Ground Floor	1,5,6	Science Labs
	3	Science Room
	4,16	Classrooms
	17	Music Room
	12	IT Room
	14, 15	Guidance/Counsellors
First Floor	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
Beside Main Building	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 24th - 29th November. This year's musical is **Sister Act**.



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 2E

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!