



23rd August 2023

Dear Parents & Guardians,

We hope that you and your families well and that you all had an enjoyable summer break.

In advance of the school reopening next week, we wish to remind all parents and students of a few day-to-day school procedures and rules and also update you on two new school developments.

School attendance

School starts at 08.40 each day. Students are expected to be in school from 08.30 to prepare their books for the day and get settled ahead of class beginning. Any student who is late for school must enter through the main school door and sign in with our school secretary who will mark their attendance as late. Parents can check on morning attendance through VS Ware. Please familiarise yourself with procedures when late in the school journal.

School Uniform

As per the school uniform policy all students must be in full school uniform each day with black shoes and the school jacket. PE tracksuit, white polo t shirt and runners are brought to school on PE day and students use the changing facilities in the PE hall to change before PE class and after PE class.

Mobile Device Policy

Maryfield College does not permit the use of mobile devices on the school grounds. Mobile devices are only used under the instruction and supervision of a class teacher or supervisor. Please remind your daughter to adhere to this school policy. Should your child need to make contact with home during the school day e.g. if they are unwell, they must report to the main school office and the school will contact home.

Return to School Schedule

Students will be returning in their year groups as below, students must be in full school uniform upon their return. No bags or books are required on this day. The first full school day is Thursday 31st August.

Monday 28 th August	6 th Years	10 am to 11 am
Monday 28 th August	3 rd Years	12 noon to 1 pm
Tuesday 29 th August	5 th Years	10 am to 11 am
Tuesday 29 th August	2 nd Years	2 pm to 3 pm
Wednesday 30 th August	1 st Years	9 am to 12 noon
Wednesday 30 th August	4 th Years	2 pm to 3pm

Please see school calendar also on the school website.

Contacting the Year Head

For all matters relating to the pastoral care and welfare of our students' parents should contact the year head in the first instance. Please see email addresses below for all year heads.

1 st Year	Ms E O Sullivan	eosullivan@maryfieldcollege.ie
2 nd Year	Mr D Kavanagh	dkavanagh@maryfieldcollege.ie
3 rd Year	Mr S Duignan	sduignan@maryfieldcollege.ie
4 th Year	Ms F Ryan	fryan@maryfieldcollege.ie (until Nov only)
5 th Year	Ms R Carroll (acting)	admin@maryfieldcollege.ie
6 th Year	Ms S Mellon	smellon@maryfieldcollege.ie

Lunchtime Arrangements & Food Village

New school lunch service provided by Food Village – please see separate communication being sent today. This service will commence from 13th September. In the meantime, students will need to bring a packed lunch to school with them. **All 1st, 2nd and 3rd year students must remain in school at lunchtime. 4th, 5th and 6th year students will be given lunchtime passes to allow them to leave the school at lunch if they wish to do so.**

New School App

Maryfield College are launching a new school app – please see separate communication being sent today.

We look forward to welcoming all our students back to school next week and welcoming our new 1st years to Maryfield College on 30th August.

Kind regards,

Dr O Rourke & Ms Carroll

