

# Our Lady of Lourdes Secondary School

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Principal - Mr. Finbar Laffan, Deputy Principal - Ms. Catherine O'Donoghue

Friday, 24 October 2025

Dear parents/guardians and students,

Firstly, I hope this letter finds you well and I would like to wish you and your family a nice midterm break. The last two months have been busy, and I look forward to meeting with you over the coming months.

On the last day of school for this term, I am writing to remind the school community of the main support structures in place here at OLOL.

In the first instance, where difficulties arise with a particular subject, I ask that students liaise with the subject teacher to discuss the matter. Parents are also welcome to contact teachers by phoning the office to arrange for a message to be sent to the relevant teacher. The teacher will make contact when they can, but please recognise that she/he may be teaching a full timetable on numerous days of the week.

For matters that require further support, I outline the following roles:

**Class Tutors:** Each class group has a Class Tutor. This teacher will take an extra interest in the pastoral care of the group and keep an eye on individual attendance and matters of concern.

**Year Head:** The Year Head oversees Year Groups and monitors behaviour, attendance and the overall care of students within the group. The table below shows the Year Heads for 2025/26:

Name of Year Head	Year Groups	E-mail Address
Ms. J. Byrne	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup>	<a href="mailto:jbyrne@olol.ie">jbyrne@olol.ie</a>
Ms. N. Lynam	4 <sup>th</sup>	<a href="mailto:nlynam@olol.ie">nlynam@olol.ie</a>
Ms. L. Delahunty	5 <sup>th</sup> and 6 <sup>th</sup>	<a href="mailto:ldelahunty@olol.ie">ldelahunty@olol.ie</a>

**Deputy Principal:** Our Deputy Principal works with all year groups. If you wish to contact the Deputy Principal, please use the details below:

Name of Deputy Principal	Year Groups	E-mail Address
Ms. C. O' Donoghue	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> and 6 <sup>th</sup>	<a href="mailto:codonoghue@olol.ie">codonoghue@olol.ie</a>

I write with some information in relation to the school year and some reminders for you.

School calendar, 2025/26:

The calendar for the school year is published on our website. It is updated throughout the year, so you are asked to keep an eye on it from time to time.

Child Protection:

I want to inform parents/guardians and students that the procedures around child protection are pivotal. In this school, I fulfil the role of **Designated Liaison Person (DLP)** and Ms. Catherine O' Donoghue is the **Deputy Designated Liaison Person (DDLDP)**.

Code of Behaviour and Bí Cinéalta (Anti-Bullying) Policies:

By enrolling here, students and their parents/guardians accept that they will comply with the policies and procedures applied in the school.

Put simply, all students are expected to behave appropriately and be respectful towards their peers, staff and visitors to the school. This ensures a calm, orderly and safe environment in which effective teaching and learning can take place.

Financial Information, 2025/26 reminder:

**Administration Charge:**

For the 2025/26 school year there is an Administration Charge in respect of each student, as outlined below. It also covers 24 – hour personal accident insurance. This payment is due. If you have paid, thank you and if you have not, we would appreciate it if you could. Please contact reception for further details.

<b>Year Group</b>	<b>Amount</b>	
1 <sup>st</sup> year	€120	This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, access to VSware, locker, Google Classroom, costs associated with enrolment process, Assessment Tests and 24-hour personal accident insurance.
2 <sup>nd</sup> year	€80 (General)  Home Economics an additional €10  Art an additional €30	This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, access to VSware, locker, Google Classroom and 24-hour personal accident insurance.
3 <sup>rd</sup> year	€80 (General)  Home Economics an additional €10  Art an additional €30  Mock Exam Papers an additional €30	This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, access to VSware, locker, Google Classroom and 24-hour personal accident insurance.
4 <sup>th</sup> year	€500	This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, access to VSware, locker, Google Classroom, 24-hour personal accident insurance and Transition Year activities.

5 <sup>th</sup> year	€80 (General)  Home Economics an additional €10  Art an additional €30	This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, access to VSware, locker, Google Classroom and 24-hour personal accident insurance.
6 <sup>th</sup> year	€80 (General)  Home Economics an additional €10  Art an additional €30  Mock Exam Papers an additional €30	This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, access to VSware, locker, Google Classroom and 24-hour personal accident insurance.

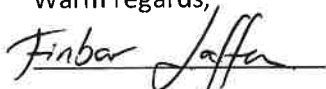
#### Voluntary Contribution

The Board of Management invites the support of families for a Voluntary Contribution of €100 per family.

#### General Reminders:

- It is expected that every student will be in school each day. When a student is absent, there must be a compelling reason for it: e.g. genuine illness, essential appointment. All absences must be explained on VSware.
- All non-essential and/or discretionary appointments must be scheduled for outside school hours e.g. driving lessons, driver theory test, certain medical/dental appointments.
- Students who are feeling unwell during the school day are asked to contact reception with their teachers' permission. If it is the case where a student has to go home, the school will contact home to make the arrangements. For health and safety reasons, the initial contact with home **must** come via the school office.
- Students are expected to be in full uniform every day except on their PE day, when they can wear their PE uniform for the full day.

Warm regards,



Finbar Laffan,  
Principal