



St. Louis Secondary School

Meanscoil Lughaidh Naofa
Carrickmacross
Co. Monaghan
A81 HF78

A Le Chéile Trust School

7th August 2020

Dear Parents/Guardians,

I hope you have had an enjoyable summer and are managing to adapt to all the new social norms presented to us over the last few months. As the beginning of the new school year approaches, I am delighted to be in a position to welcome your daughter back to St. Louis. We have been working very hard all summer making significant changes to our building, classroom layouts and indeed systems to ensure we can all return to school in a safe and sustainable way.

I have included detailed information on our school practices for consequence of Covid -19. It is extremely important that you take the time to read this information and discuss it with your daughter. We ask you for your cooperation with these plans and systems in advance.

The school is not open to the public at the moment and should you need to make an appointment please contact the school office. We are delighted to announce that we will be using the ground floor of the main convent building and also a large room on the first floor for the coming school year. The red convent door will be our main reception area for visitors for the foreseeable future.

We look forward to a very productive year and ask for your assistance and co-operation in order to ensure all students obtain the best education possible.

Firstly, can I ask you to please ensure that your daughter has the correct items of uniform and is wearing suitable shoes and socks as per our uniform code. I also wish to remind parents that all facial piercings must be removed while in school (Please refer to our Code of Behaviour Policy which can be accessed under the policies section on our school website for further information).

I have included a school calendar which outlines the scheduled dates for return to school as well as details of school holidays. Details of parent teacher meetings etc. will be sent in due course, in line with public health advice.

On-Line Payments

Our aim is to become a cashless school over time. We encourage you to use EasyPay, a Parental Payment System, to enable parents/guardians to pay the school directly and to avoid sending money to school with your daughter. The link is accessible from our school website and you will be guided as to how to set it up if

you have not done so before. If you have any difficulty, please contact the school office. This link will be live on Friday 15th August and a reminder text message will be sent on that day.

Unfortunately there will be some costs involved at the start of the year and we work very hard as a school to ensure costs are kept to a minimum.

1. All students must purchase the school journal which is used for homework and excuse notes. It will be given out on the first day. There will be a charge of €15 to cover the cost of the journal and the rent of a locker, of which €5 will be refunded at the end of the year when the locker key is returned. This must be paid by the first day of term to ensure your daughter receives her diary and locker. If your daughter returned her locker key in June, she is only required to pay €10.

2. We request a voluntary contribution from parents, which is €85 per family again this year. It helps to contribute to the cost of photocopying, additional teaching resources and can also contribute towards the payment of guest speakers. This can be paid online in one payment or you have the option to pay in three monthly instalments (Voluntary Secondary Schools receive significantly less funding than state schools i.e. ETB schools, therefore the voluntary contributions helps us make up this shortfall).

Where payment is received in full by September 25th, the school will pay the Allianz 24 hours/7 days optional insurance cover (Otherwise the cost will be €13/student). All cash/cheque payments received will be receipted by post and electronic payments will be receipted by email. This receipt is confirmation of your payment. Please find the insurance form enclosed. Additional copies are available from the office in the first week of term. Should you not wish to use our online payment system, you can use the payment slip included and have your daughter return it to the office.

3. Transition year students may incur additional cost depending on activities or modules. Students will receive details of these optional activities and module cost over the course of the year.

Sixth Year students will participate in a study skills programme facilitated by 'Amazing Brains' on Wednesday 26th August and Third Years will also participate in the study skills programme on Friday 28th. To facilitate social distancing, students will attend a 90-minute session in small groups on the relevant day as mentioned above. We will be in touch next week with a specific time slot for your daughter. We are asking parents to contribute €5 towards the cost of this programme, the remainder will be paid by the school.

In the meanwhile, enjoy the rest of the holidays and I look forward to welcoming your daughter back to school. Thanking you again for your continued support and with every good wish for the new school year.

Yours faithfully,



Karen Patton (Principal)

Please return this slip if you are paying by cash or cheque

Voluntary Contribution

I enclose: _____

Daughter's Name: _____ (Please print) Class: _____

Signed: Parent/Guardian: _____

Secondary School Pupil Personal Accident Application Form 2020/21

Option B - Specified Pupils

As Ireland's largest schools insurer, Allianz offers a Pupil Personal Accident policy designed to offer protection and support for the pupils of your school.

A 20% reduction off the standard premium is available when cover is arranged online. Parents/guardians have the option to retain the 20% premium saving by submitting the premium stated below less 20% to the school. Parents/guardians also have the option to submit the full premium to the school so the 20% saving can be contributed to school funds. If you are not happy to proceed on this basis please submit the amount shown less 20% to the school along with the attached application form.

Summary of Cover

This summary is only intended as a guide to policy cover and exclusions and does not reference all of the benefits, terms, conditions, limitations, exceptions and exclusions associated with the Policy. The policy is issued to the school and contains full details of cover and all applicable terms, conditions and exclusions. A copy of the policy is available from the school.

Schedule of Benefits

The benefits shown below are payable following accidental bodily injury (i.e. Bodily injury caused solely by accidental violent external and visible means) resulting in medical or dental expenses, disablement or death.

Accidental bodily injury causing:

Medical Expenses (including ambulance hire) not recoverable from any other source	Up to €50,000
Dental Expenses not recoverable from any other source	Up to €50,000
Death by Accident	€10,000
Permanent Total Disablement	€200,000
Permanent total loss of sight in one eye or use of one limb	€50,000
Total and irrecoverable loss of sight in both eyes or use of both limbs	€100,000
Total and irrecoverable loss of hearing in one ear	€40,000
Total and irrecoverable loss of hearing in both ears	€100,000
Loss of Speech	€40,000
Hospital Confinement - €20 payable per day (maximum 90 days)	Up to €1,800

Operative Time (in accordance with the option selected)

- School Activities - During any school activity taking place with the full knowledge and authority of the school and including direct travel to and from such activities; OR
- 24 Hour Cover - 24 hour cover during social, domestic and leisure, as well as school activities.

Testimonial

"The Allianz Pupil Personal Accident Insurance provides excellent cover for School Activities for our students. In our experience claims are handled promptly and we can recommend this cover without hesitation. Allianz are always available to provide help and support if required."

Cathal Moore, Principal, Presentation College Athenry, Co Galway, March 2020.

Age Limits

Lower age limit - 2 years 6 months. Upper age limit - 22 years.

Claims Notification Condition

Written notice should be given to the company as soon as possible with regard to any accidents likely to give rise to a claim under this policy and in any event within 730 days (2 years) after the date of the occurrence.

Excluded Activities and General Exclusions

- Whilst the pupil is engaged in (or practising/training for): flying (except as a passenger), motor racing/quadbiking, parachuting, hang gliding, horse/pony racing/jumping (unless in connection with school activities), rock climbing or mountaineering using ropes and/or guides, pot-holing, ice-hockey, bobsleighs, white water rafting.
- The pupil committing or attempting to commit suicide, wilful exposure to needless peril (except in an attempt to save human life) or any involvement in a criminal act.
- The pupil being intoxicated or having taken any drug (other than prescribed).
- The pupil's employment (other than school work experience programmes).
- Boxing, mixed martial arts and/or any martial art involving combat with an opponent unless it is connected with School Activities.

Health Condition Exclusion

The insurance shall not apply in respect of any claim arising out of a pre-existing physical defect, infirmity or medical condition.

Standard acceptance criteria apply. Information correct at 1st April 2020.

Contact details:

Pupil Personal Accident helpline: 01- 6133966*
 Email: education@allianz.ie
 Claims Team: 01-6133559*. Email: rpaclaims@allianz.ie
 *Opening Hours: Monday to Friday from 9am to 5pm

Pupil Personal Accident policy wording and claim forms are available at www.allianz.ie/schools-insurance/pupil-personal-accident



Application form for school group policy

By providing your information, you consent to the use of your information as outlined in our Allianz data protection statement which includes processing for insurance administration and claims handling. For full details visit https://www.allianz.ie/data_protection_policy/.

Option B - Specified pupils only

- School activities (including direct travel to and from such activities) _____ cost per child is €10.00
- 24 hour cover 365 days a year for school activities, social, domestic and leisure activities (including school holidays) _____ cost per child is €13.00

Name of pupil (in full) _____

School class/year _____

Name of school _____

School phone number _____

Signature of parent/guardian _____ Date _____/_____/_____

Cheques should be made payable to the school

Allianz p.l.c. is regulated by the Central Bank of Ireland. Calls may be recorded. Terms and conditions apply. Information correct at 1st April 2020.