

MOUNT LOURDES GRAMMAR SCHOOL

ENNISKILLEN



**Information for Students, Parents &
Guardians**

2026-2027



Dear Parent / Guardian

WELCOME TO MOUNT LOURDES GRAMMAR SCHOOL

I extend a warm welcome to both our current students and parents / guardians and to the new students and parents who are joining us. I hope that you will all take some time to read this guidance booklet so that you are familiar with our policies and procedures from the start of the new school year.

In Mount Lourdes our Catholic ethos and Mercy tradition permeate all aspects of school life making Mount Lourdes a caring and supportive community. Each individual student is valued here. We are committed to nurturing and fostering the holistic development of each student. Mount Lourdes provides a warm, happy, welcoming atmosphere with high standards of pastoral care and support.

Our approach is founded on a special partnership between parents/ guardians, the school and our students. We therefore work closely to ensure each young person achieves the very best and reaches their full potential. We believe in setting high standards across all aspects of school life and we are confident that with the support and cooperation of parents / guardians we can look forward to our students having success and achievement in all areas of school life.

If, after reading this booklet, you have any concerns or wish to have any areas clarified, please do not hesitate to contact the school.

Your sincerely

Mrs S Cullen

Principal

THE SCHOOL AIMS

Recognising that everybody is unique, the school strives to create a community atmosphere so that each student and member of staff is respected and appreciated as a person of importance.

School Aims

- to help students acquire and develop Christian values, attitudes and moral standards - based on Catholic teaching - that will influence and inform their choices and behaviour throughout life.
- to motivate our students in the pursuit of a high standard of personal achievement and skills development by providing a varied range of quality learning and teaching experiences in a stimulating environment.
- to ensure that our students have access to a broad curriculum which enables them to access a wide variety of career pathways.
- to enable each student to fully develop her talents by providing opportunities for participation in an extensive range of extracurricular activities.
- to further establish links with the local and wider community to enhance student experiences and opportunities.
- to create and maintain a safe pastoral environment in which the health and wellbeing of individual students is nurtured; an attitude of self-discipline, resilience and responsibility for her own actions is encouraged and a sense of self-worth is fostered.
- to promote a collaborative team spirit among staff and to support their professional development.
- to work in partnership with parents in the promotion of the overall growth and development of the student, acknowledging the role of parents as primary educators of the young person.
- to provide a positive and inclusive environment in which all students and staff are respected, valued and supported.

Code of Conduct

In line with the school's aims and policies, Mount Lourdes seeks to establish a community in which the full potential of each student can be developed and in which understanding and tolerance can be found. It strives to promote respect for the individual and to create an atmosphere in which learning can take place and each student can flourish.

All students are expected to:

- Adopt a positive attitude to their school work and achieve their full potential.
- Show respect for members of staff, other students and their property.
- Maintain a high standard of uniform at all times.
- Follow the school rules and regulations.
- Take pride in Mount Lourdes, the school property, and its environment.

Mount Lourdes Grammar School

SCHOOL YEAR 2026/2027

Back to school dates for each year group

Date	Year Groups to attend
Friday 28 th August 2026	Year 14 only
Tuesday 1 st September 2026	Years 8, 11 and 13 attend
Wednesday 2 nd September 2026	Years 9, 10, 12 & 14 attend
Thursday 3 rd September 2026	All years attend
Friday 4 th September 2026	All years attend

School closure list – September 2026 – June 2027

Date	Reason
Friday 25 th September 2026	Transform Ed Day (Staff only)
Friday 23 rd October 2026	Staff Development Day (Staff only)
Monday 26 th October 2026 – Friday 30 th October 2026 incl.	Mid Term Break
Tuesday 22 nd December 2026 – Friday 1 st January 2027 incl.	Christmas Holidays
Monday 25 th January 2027	Transform Ed Day (Staff only)
Monday 8 th February 2027 – Friday 12 th February 2027 incl.	Mid Term Break
Tuesday 16 th March 2027	Year 12 Careers Information event (Year 12 students only attend)
Wednesday 17 th March 2027	St. Patrick's Day Holiday
Thursday 25 th March 2027	Staff INSET Day (Staff only)
Friday 26 th March 2027 – Friday 2 nd April 2027 incl.	Easter Holidays
Monday 5 th April 2027	Staff Development Day (Staff only)
Monday 3 rd May 2027	Bank Holiday
Tuesday 4 th May 2027	Transform Ed Day (Staff only)
Monday 31 st May 2027	Staff Development Day (Staff only)
Wednesday 30 th June	Last Day of Term

Please note the above dates are subject to change. Parents will be notified of any changes.

Parents / Guardians are invited to our Opening of the Year School Mass in St. Michael's Church, Enniskillen on Thursday 24th September 2026 at 2pm.

THE SCHOOL DAY

8.50 – 9.05am	Morning Registration
9.05 – 9.40am	Period 1
9.40 – 10.15am	Period 2
10.15 – 10.50am	Period 3
10.50 – 11.10am	Break
11.10 – 11.45am	Period 4
11.45 – 12.20pm	Period 5
12.20 – 1.00pm	Junior Lunch / Period 6
1.00 – 1.40pm	Senior Lunch / Period 7
1.40 – 2.15pm	Period 8
2.15 – 2.50pm	Period 9
2.50 – 3.20pm	Period 10
3.20pm	School day finishes for Year 8 students
3.25pm	School day finishes for Years 9 to 14 students

Uniform

Students should remember that when they are in school uniform, they are representing the school both in school and in the community.

The school uniform is designed to foster a sense of belonging, loyalty and pride and is set within the context of the School Pastoral Care Policy and Positive Behaviour Management Policy. Students are required to wear the school uniform with pride throughout the day, when travelling to and from school and on all occasions when representing the school.

We appreciate the support and co-operation of parents/guardians in upholding our high standards regarding school uniform.

The wearing of the regulation school uniform is compulsory. All items must be school regulation style and colours. The school blazer must be worn daily by all students. All articles of clothing and shoes should be clearly marked with the owner's name.

Compulsory School Blazer

Dark Navy Knee Length Skirt*

Turquoise Blouse (Long Sleeved or Short Sleeved)

School Tie (clip-on version)

Navy Cardigan (Key Stage 3)

V-Neck School Pullover (Key Stage 4 and Post 16)

Plain Black Leather Shoes**

Navy Knee Length Socks or Navy Tights

Optional Plain Navy/Black Outdoor Coat/Jacket

School Scarf (non-regulation scarves are not permitted)

***Double Pleated Version for KS3 and KS4 Students**

**** Canvas, coloured or ornamented shoes, boots, stilettos or trainers are not permitted**

Suppliers G Hicks & Son, Lisnaskea

S D Kells & Co, Enniskillen, Irvinestown, Lisnaskea

School Days, Enniskillen

PE Uniform

Compulsory Mount Lourdes T-shirt

Mount Lourdes Shorts

All students must wear suitable trainers and white sports socks / Mount Lourdes Sports Socks for PE

Optional Mount Lourdes Crew Neck Sweatshirt

Plain Navy Track Bottoms

Mount Lourdes Sports Socks (optional)

Mount Lourdes Kit Bag

Supplier O'Neill's, Enniskillen

O'Neill's, Enniskillen also supply the Mount Lourdes Bobble Hat (Optional)



Note: The PE kit is an extension of the school uniform. It must be worn for all PE lessons and must be clearly labelled. Students should not leave valuables in the changing room at any time. They do so at their own risk. Mobile phones are not allowed in the PE changing rooms.

Uniform Regulations

- All students must wear the school blazer to and from school and during the school day.
- Wearing of school cardigan is optional.
- Skirts must be knee length.
- Students must wear flat, black shoes. Trainers, boots, stilettos, white soles, coloured or ornamented types of footwear are not acceptable.
- A plain, black or navy coat may be worn over the school blazer in poor weather conditions (no logos permitted).
- Hair colouring should be natural in shading. Pinks, greens, purples and other unnatural shadings are not acceptable. If this issue arises, parents/guardians will be contacted to ensure that hair colour is returned to a natural shade within a brief, agreed timescale.
- Students are permitted to wear one pair of stud earrings in the lower earlobe.
- Nose, tongue, eyebrow and all other piercings are unacceptable, and students will be asked to remove such items.
- Make-up, nail varnish, false, including gel and acrylic nails are not permitted in school.
- Full school uniform to be worn on all school trips, except when the nature of the activity prohibits it.
- When participating in, or travelling to school sporting activities school tracksuits should be worn. If a student does not have a school tracksuit, she should wear plain navy track bottoms and sweatshirt. No coloured or club sportswear is permitted. For health and safety reasons, students should purchase suitable trainers for sport; fashion trainers are not acceptable.

Any item of clothing or jewellery worn against uniform regulations is liable to be confiscated

School rules apply when wearing school uniform.

There will be sanctions should a student refuse to comply with these regulations in line with the schools Positive Behaviour Management Policy.

Belongings

Mount Lourdes students should show respect for their own and other people's property
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Student Property

Items of Clothing

- All items of clothing must be labelled with the student's name.
- Efforts will be made to find lost items, but the school will not accept responsibility for property that is lost or damaged.
- In a situation where a student has lost property, she should always retrace her steps. The item is normally recovered.
- If the item cannot be found, then the student should report the items lost to their form teacher who will then send an alert message to the school community.

Money and Valuables

- Students should not bring large sums of money or valuables to school.
- The school cannot accept responsibility for lost money or valuables.
- The PE department strictly follows this policy, and teachers do not accept money or valuables from students during PE lessons.

School Rules

These rules apply not only within school, but also when travelling to and from school, and outside school hours when students are part of an organised school group.

- Students must show a high standard of courtesy to everyone, staff, fellow students and others at all times. Under no circumstances may a student interfere with, threaten or strike any other person connected with the school.
- Students must not trade in, possess, or use tobacco, e-cigarettes, vapes, alcohol or any illegal substance within the school or school grounds.
- Students are required to wear the regulation school uniform neatly at all times. While doing so they are representing the school and all school rules must be observed.
- Students are required to treat all property within school with care. If property is damaged or lost, students will be expected to pay the cost of repair or replacement.
- Students must not enter laboratories or practical rooms unless a teacher is present. Classroom equipment is not to be used without the permission of a teacher.
- Students are expected to keep mobile phones switched off during the school day. Any infringements of this rule will lead to the confiscation of the phone. Students are not permitted to use the camera facility on their phone in school or during school related activities.
- AirPods should not be used in school, in the school grounds, or on the way to and from school.
- Students who feel unwell in school must inform their teacher who may, if necessary, arrange for them to go to sick bay. If a student needs to go home, the school will contact the parent/guardian who, if possible, may come to the school and collect the student at the Main Office after she has been officially signed out by her Head of Year. Students may not make private arrangements for collection.

Referral System

- All members of the school staff work to promote positive behaviour in the school. Minor infringements are dealt with by the teacher in charge of the class.
- In more serious cases a student may be spoken to by her Form Teacher or Head of Year or Senior Teacher who may impose an appropriate sanction.
- Repeated or very serious offences are dealt with by the Vice-Principal or a Senior Teacher. If appropriate parents will be informed and are expected to ensure that the student's future behaviour is acceptable.

- Sanctions imposed may include lunchtime or after school detentions. A letter will always be sent home if after school detention is given. In such instances it will be the parent's/guardian's responsibility to make appropriate travel arrangements for their daughter.
- In the most serious cases students may be suspended by the Principal.
- The Board of Governors has the authority to exclude any student who is persistently infringing the school rules. Those found to be trading in illegal substances will be excluded.

Mobile Phones

Mobile phones must be switched off by 8.55am when registration / assembly begins and should remain switched off during all lessons throughout the school day.

Mobile phones should be stored in the inside pocket of blazers.

Inappropriate use of mobile technology will be dealt with under the Positive Behaviour Management Policy.

Mobile phones must not be used for photographs or recording purposes under any circumstances

Rules and Guidelines for Handheld Devices including Mobile Phones

Students who wish to bring a mobile phone or electronic communication device to school must follow the rules below which are also outlined in the student planner / homework diary.

- Mobile phones or electronic communication devices should be switched off by 8.55am when registration / assembly begins and should remain switched off throughout the school day.
- The recording, taking and sharing of images, video and audio on any mobile phone or electronic communication device is prohibited.
- If a mobile phone or electronic communication device has been used for taking pictures or filming, the phone will be confiscated and forwarded to the Principal who will contact the parent / guardian requesting him / her to come to the school to discuss the issue and collect the phone / device.
- The school may retain any mobile phone or electronic communication device on the school premises where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying behaviour.
- Mobile phones and electronic communication devices will not be used in any way during lessons, assemblies or registration unless explicitly directed by a member of staff.
- Mobile phones or electronic communication devices may not be used as a calculator during lessons.
- In line with JCQ regulation mobile phones or electronic communication devices must never be brought into exam venues; this includes centres where controlled assessments are being held.
- Mobile phone or electronic communication devices should not be used in school for playing / listening to music.
- Mobile phones and electronic communication devices are not permitted to be used in certain areas within the school site e.g., changing rooms, toilets and designated health and wellbeing areas.
- If a mobile device is seen or heard during lessons, assemblies or registration it will be confiscated and given to the Principal. Students must call to the main office to collect the phone / device at the end

of the school day. If the Principal is unavailable, the student must call back at a time convenient to the Principal.

- Mobile phone and electronic communication devices brought into school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally owned mobile phones or electronic communication devices.
- Students have the opportunity to use personal electronic devices to support Learning and Teaching in the classroom as explicitly directed by and under the supervision of the class teacher. Their use must comply with the school Bring Your Own Device Policy.
- Parents are strongly advised to speak to their daughter regarding the safe, responsible and legal use of communication technology. Parents have full responsibility regarding the material students have access to on their personal mobile phone or electronic communication devices. These issues are covered as part of the school's preventative curriculum but ultimately, responsibility for the use of such equipment lies with the owner.
- The Principal's decision on all matters of mobile phone or electronic communication device protocol is final.

Textbooks

Textbooks are the property of the schools and must be returned in good order at the end of the school year.

When textbooks are issued, they should be properly backed / covered and kept in good condition.

Parents will be sent an invoice to cover the replacement of lost or damaged books.

Students in Years 12 and 14 must return all textbooks before the end of their examinations.

Lockers

Lockers may be hired annually.

Locker areas are allocated to Years 8 to 11 students.

Students in Years 12 to 14 can hire a locker if they wish.

Locker hire is £10 (non refundable)

Any inappropriate behaviour or misuse of lockers will result in access to the locker being removed.

Medical Information

Information relating to past or present illness or physical disability should be conveyed to the school for record purposes.

Parents/guardians should give details in a letter to the principal, marking the envelope: 'CONFIDENTIAL - MEDICAL RECORD'.

The school must have the name of the student's GP, and also someone in addition to the parent/guardian to contact in the event of illness or emergency.

It is important to keep the school up to date in terms of any change in your child's medical condition.

Medication

The school specifies that medication should not be administered by school staff. Where a student requires medicines of any kind, a written arrangement can be made between the parent/guardian and the school for such to be kept safely in school and made available to the pupil when needed. It is important that parents ensure that any medication kept in school is replaced before it goes out of date.

In case of emergencies, it is important that the school has up-to-date contact details for parents or guardians.

Student Illness

If your daughter is obviously ill, she should not be sent to school.

The school must have a reason for students being absent.

A student should bring a written note signed by her parent/guardian stating the cause of the absence and give it to her form teacher on her return to school. A number of absence notes are included in the Homework Diary / Student Planner.

Feeling unwell during the school day

- If a student is feeling unwell in school, they must first ask permission from their teacher to visit the sick bay.
- When they leave the classroom, they must go immediately to Mrs Doran (Sick Bay Attendant) who is available in the Main Staffroom.
- If they need to go home, parents/guardians will be contacted by a member of staff and asked to collect their daughter at the Main Office.
- **Students must not make any independent arrangements via a mobile phone.**

Again, it is important that school has up-to-date contact details for parents or guardians.

Appointments

Doctor / Dental appointments should, unless in an emergency, be made outside school hours.

Attendance and Punctuality

Good attendance is important so that students do not miss out on their learning

Students are expected to attend school consistently and punctually.

Attendance: Miss School = Miss Out

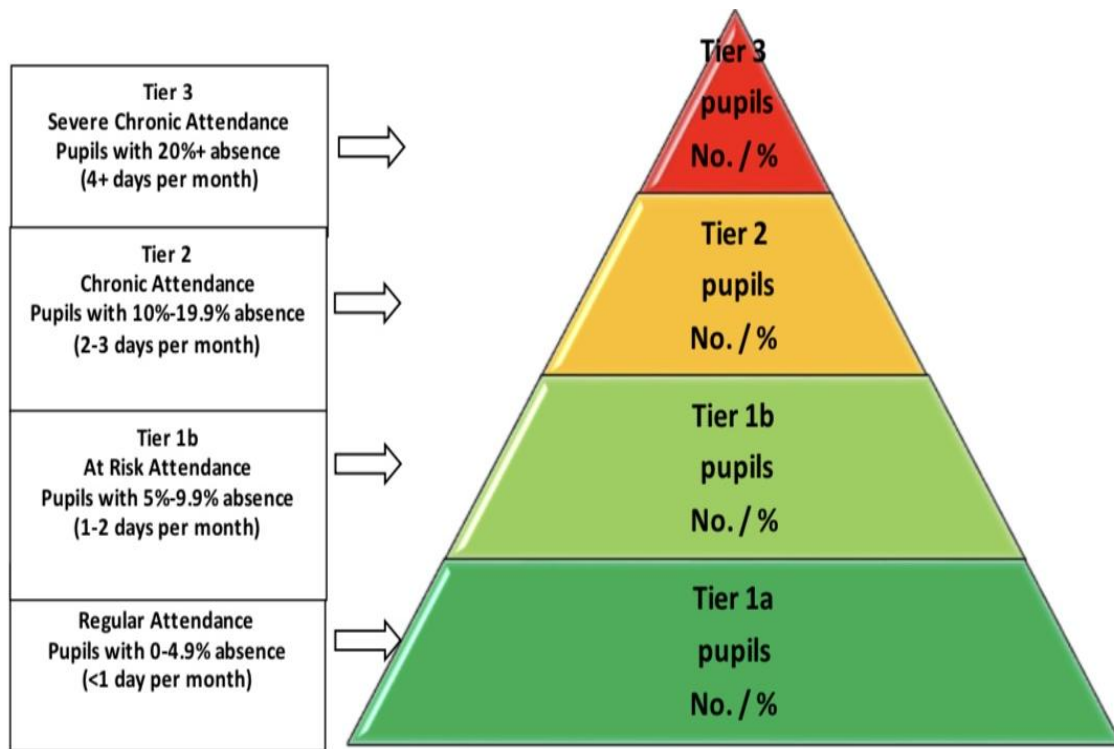
Every single day a young person is absent from school equates to a day of lost learning. Attendance percentages can be misleading. For some parents 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will miss half a school day each week or 19 days of school during the school year – that's nearly 4 school weeks.

Give your daughter the best start in life; every school day counts.

The table below will guide you:

100% Attendance	0 Days Missed	Excellent
95% Attendance	9 Days of Absence 1 Week and 4 Days of Learning Missed	Satisfactory
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of Learning Missed	Poor
85% Attendance	28 Days of Absence 5 Weeks and 3 Days of Learning Missed	Very Poor
80% Attendance	38 Days of Absence 7 Weeks and 3 Days of Learning Missed	Unacceptable
75% Attendance	46 Days of Absence 9 Weeks and 1 Day of Learning Missed	Unacceptable

The Department of Education, has been considering how it can better present pupil absence statistics to help inform and support, schools, parents and pupils regarding the scale of the challenge and the impact which pupil absence can have on outcomes. They are using a tiered approach which is outlined as follows.



Procedures

- If unavoidably absent from school, a student, on her return, must provide her form teacher with a note explaining the absence. Some absence notes are included in your daughter's homework diary / student planner. This note should be signed by her parent/guardian. A second note should be sent with the student so she can show it to her class teacher.
- If a student is absent for three consecutive days, parents/guardians may receive a courtesy telephone call from the Form Teacher. This protocol ensures good home school communication and enables the school to provide appropriate support when necessary.
- Parents/guardians will be contacted if a student's attendance is giving cause for concern. If there is no improvement in the student's attendance, a referral may be made to the Educational Welfare Service.

Arriving late to school

If a student arrives late because they have had a doctor's/dentist's appointment, then they must bring a note to that effect from parents/guardians. On arrival, they must report to their Form Teacher to be registered.

Permission to leave the premises during school hours

Students must not leave the premises during school hours without permission. Requests to have time off from lessons should be kept to an absolute minimum. They should only be made when medical or dental appointments cannot be secured outside of school hours. The school actively discourages requests for time out to attend social events.

Year 13 and 14 students will be allowed to attend driving lessons **during Non-Teaching periods ONLY** and should request permission from their Form Teacher in the normal fashion.

When permission to leave school is necessary, a student is required to:

- Present a letter of explanation dated and signed by the parent/guardian to the Form Teacher before or during registration on the day of the planned absence and obtain a permission slip.
- Receive a signed permission slip from the Form Teacher which must be produced on request.
- Go to her normal class on her return to school (if the absence is for part of a school day only).
- In exceptional circumstances a parent may need to phone the school to request permission for his/her daughter to leave during the school day. Should this arise, the student must be signed out by the Head of Year in the usual manner.
- Students may not leave school in response to a call that has not gone through agreed channels of communication; should this occur; sanctions will be applied in line with the Positive Behaviour Management Policy.

At Post 16 students will, on occasion, need to attend an interview or Open Day which was not available during holiday times. If this situation arises, the student must submit a letter from her parent or guardian to the Principal requesting time off to attend well in advance of the assigned date.

Post 16 students attending specific Fermanagh Learning Community courses are provided with taxi transport to and from the host school / campus.

The Department of Education has informed schools that students should not be absent from school for family holidays during school term time.

Please make every effort to adhere to this guideline.

Punctuality

- Registration each morning for all students is at 8.50am
- Students should be punctual to registration and to class

Support and Guidance

On-going support and guidance are given to students by their class teacher, form teacher and Head of Year.

Parents / Guardians are encouraged to contact their daughter's form teacher to relay information or to discuss any difficulties.

- A note delivered by your daughter to her form teacher may be sufficient.
- You may want to contact your daughter's form teacher directly. You should phone the school main office and ask to speak to the relevant teacher. Please note that for confidentiality purposes the teacher may not be able to speak to you immediately, if they have a class with them. They will return your call.
- You may wish to arrange an appointment to come into school to discuss any queries or concerns.

School Counselling Service – ASCERT

A counsellor from ASCERT Counselling Service is available in school one morning a week.

If your daughter has a concern of any nature and would like to talk it over with the Counsellor, she should ask her Form Teacher or Head of Year to arrange a meeting. There is also a self-referral box available located close to the Library. A parent may also request an appointment with the counsellor on behalf of their daughter.

The Senior Teacher i/c of Student Welfare – Mrs M Judge, oversees these arrangements.

Confidentiality is a central feature of the service and counselling sessions are carried out in confidence unless a Child Protection / Safeguarding issue emerges.

Safeguarding and Child Protection

Mount Lourdes has a Safeguarding and Child Protection Policy which is sent out to parents biannually.

A copy is available from the Main Office.

In keeping with our Safeguarding and Child Protection procedures, parents / guardians of students new to the school will receive a copy of the school's Acceptable Use / On-line Safety policy

The staff in Mount Lourdes accept a pastoral responsibility towards all students and recognise that all young people in their care have a fundamental right to be protected from harm. They aim to do whatever is reasonable to safeguard and protect each student's safety and well-being.

Designated Teachers for Child Protection

Designated Teacher: Mrs C Conroy

Deputy Designated Teachers: Mrs M Judge, Mr G Quinn

These teachers can be contacted at any time during school hours.

The designated teachers for Child Protection are supported by other members of the school's Safeguarding Team

- Chair of the Board of Governors: Monsignor P O'Reilly
- Designated Governor for Child Protection: Mr G McCabe
- Principal: Mrs S Cullen
- Teacher Governor: Mr D Murray
- Senior Teachers: Mrs S Rice
- Head of Learning Support: Mrs M Keaney
- Digital Lead: Mrs E McBride

All staff receive annual child protection training and students can speak to anyone in school if they are worried or concerned about themselves or someone else.

[CHILD PROTECTION POLICY](#)

Photographs

In school, we use photographs / images featuring students for displays, presentations, school prospectus, school magazine, news articles, social media, school website, etc.

If you do not wish your daughter's photograph / image to be used by Mount Lourdes as suggested, you should indicate so on the permission slip given when your daughter joined the school.

When the occasion arises, **students should remind staff** that they are not to be included in school photographs / images.

Addressing bullying behaviours

We pride ourselves on having a happy school where everyone respects others' views and opinions and feels part of the school community. We place great emphasis on dealing effectively with behaviours that cause stress to others. If you have concerns about bullying behaviour you should talk to your Form Teacher and your parents/guardians about it.

[ANTI BULLYING POLICY](#)

Homework

Homework plays an essential part in helping all students achieve their full potential. It helps to develop student responsibility by encouraging independent learning and encourages life-long learning.

Homework is set primarily to:

- Develop the habit of independent study.
- Reinforce and extend what has been learned in the classroom.
- Build on the Assessment for Learning approach used in the classroom.
- Provide an indication of student progress.
- Help students prepare for future lessons and assessments.

When homework has been completed, the remaining time should be devoted to personal study or revision. Students are discouraged from having access to their mobile phones during homework time.

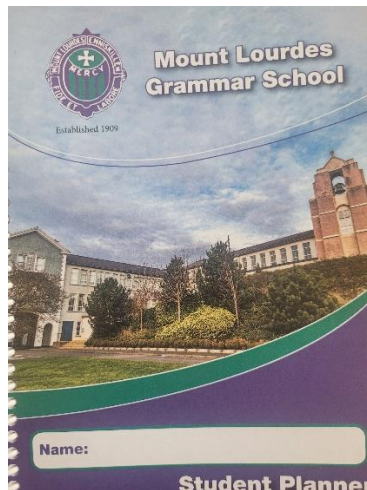
Homework activities may include reading, essay writing, summarising, learning, preparing a presentation, carrying out research, listening to a podcast, making something, revising, answering questions, catching up on work missed due to absence from lessons.

Homework Diary / Student Planner

All students are given a Mount Lourdes Grammar School planner each year at the beginning of the new school year. This planner is a means to record homework and of communication between school and home.

If the planner is lost, it must be replaced at a cost of £5.00

Parents / Guardians are expected to check their daughter's student planner regularly and sign it accordingly.



Students should check their timetable / student planner each evening and ensure they have the necessary books, equipment and work completed for the next day.

The Homework Diary/ Student Planner should be brought to every lesson and the following practices are encouraged:

- Record homework on the date it is given.
- Record the due date of the homework.
- Keep the homework diary neat and tidy.

The Homework Diary / Student Planner also contains some important information for parents/guardians regarding School Policies and Procedures and useful reference material for individual subjects.

It is the responsibility of every student to ensure that they catch up with any work missed through absence from class.

How can I help my daughter with her learning?

Getting involved with your daughter's education can make a significant difference to her chances of success. Research has shown that students whose parents are involved get higher marks, have a better attitude towards learning and develop more confidence. As your daughter gets older she needs to become more independent. However, offering lots of encouragement will get her off to the right start:

- Be interested and talk to your daughter about what she has learnt in school.
- Encourage your daughter to complete her homework as soon as it has been assigned.
- Turn off the television and mobile phones while homework is being completed.
- Ensure your daughter has the right books and resources.
- Discourage your daughter from copying without editing when she is asked to carry out research.
- Help your daughter to become an independent learner. Explain how to look up information rather than simply giving her an answer in order to get the task finished.
- Encourage your daughter to talk to her teacher about her learning.
- Read carefully any comments that your daughter's teachers make about her work.
- Make every effort to attend Parent Teacher Meetings.
- Encourage a balanced approach to schoolwork and achievement.

Mount Lourdes encourages parents/guardians to become fully involved in their daughter's education. However, please do not be tempted to do her homework for her. If your daughter is to progress, we need to know how much she understands and can do independently.

Canteen

- The canteen is open for breakfast from 8.30am to 8.50am.
- At lunchtime in the canteen students may choose from a varied menu of hot and cold food such as soups, stews and curries, sandwiches, paninis and wraps as well as hot and cold drinks.
- The canteen uses a biometric (fingerprint) cashless system. The system offers parents an online payment facility to top up their daughter's account.
- Students who are eligible for free school meals will have £2.80 automatically added to their accounts daily.
- Students who bring a packed lunch to school can eat in the canteen, or at the picnic benches outside.

As a health-promoting school, we encourage students to eat sensibly.

The canteen menu will be available on the school website in September 2025.

Free School Meals

The application process for the Free School Meal allowance and School Uniform grant can be accessed through the Education Authority website www.eani.org.uk

Bus Passes

- If eligible, your daughter's bus pass will be issued to her on her first day in Mount Lourdes.
- The bus driver will not expect your daughter to have a bus pass on her first morning.
- Please advise your daughter to keep her bus pass safe and present it to the bus driver on her journey to and from school.
- If your daughter loses her bus pass during the school year, she must report the loss immediately to Mrs McCaughey (Administration Staff).
- Translink charge a fee for a replacement pass.
- Post 16 students apply for a bus pass via the website www.eani.org.uk

Travelling to school by Car

- In the interest of the safety of all students using the school, parents should not drive onto the school grounds when dropping off or picking up their daughter.

Music Tuition

Lessons can be arranged through the Music teacher and are taught on a rota basis during normal lesson time.

The school's charging policy is available on request.

Important Contacts in Mount Lourdes

Form Teacher

Every student in the school belongs to a Form Class. Students will meet their Form Teacher for Registration and Morning Assembly at 8.50 am.

Years 8 to 10 will have two classes and Years 11 to 14 will have one class of Learning for Life and Work per week with their Form Teacher. This is a good time to ask questions about matters that concern students. The Form Teacher is here to help students settle into school and to make it easier for them to make progress in your studies.

If your daughter is having difficulties of any kind, it is important that they tell their Form Teacher as soon as possible.

Parents/guardians should note that the Form Teacher is also your first point of contact if you have any queries or concerns about your daughter.

Head of Year 8: Mrs C Conroy

Head of Year 9: TBC

Head of Year 10: Mrs A Lilleker

Head of Year 11: TBC

Head of Year 12: Mrs L McGrath

Head of Year 13: Mr A Convie

Head of Year 14: Mr M McGuinness

Principal: Mrs S Cullen

Vice Principal: Mrs M Judge

Senior Teacher i/c Pastoral Care: Mrs S Rice

Senior Teacher i/c Student Welfare: Mrs C Conroy

Senior Teacher i/c Learning and Teaching: Mr G Quinn

SENCO: Mrs M Keaney

Student Counsellor: Mrs Aine Murphy (ASCERT)

Reception: School Administration Team

Housekeeper in charge of Sick Bay: Mrs R Doran (Staffroom /Sick Bay)

Bus Passes: Mrs A McCaughey

Contact us

Office hours 8.15am – 4.30pm

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