

PRESENTATION SECONDARY SCHOOL



Educating the Students of Wexford since 1818

“Our Best Always”



First Years 2026/2027

June 2026,

Dear Parent/Guardian,

On behalf of all the staff, I would like to extend a very warm welcome to your daughter as she begins her secondary school journey with us at Presentation Secondary School Wexford. We sincerely thank you for choosing our school as the place where your daughter will spend the next six years of her education.

We are proud of our long-standing tradition of educating the young women of Wexford and remain committed to fostering both academic excellence and personal development. As you are aware, Presentation Secondary School Wexford is a voluntary Catholic secondary school for girls, operating under the trusteeship of CEIST — Catholic Education, an Irish Schools Trust. CEIST upholds the religious and educational philosophy of Nano Nagle, the founder of the Presentation Order, and this ethos continues to guide all aspects of school life.

Religious Education holds a central place in both the life and curriculum of our school, supporting the holistic development of each student.

We very much look forward to working in partnership with you and accompanying your daughter on her educational journey over the coming years.

Please note the following can be found on our website at <https://www.preswex.ie/information-for-parents/incoming-first-years/>

Book Lists	School Book Scheme Information
School Calendar	Health Issues
Uniform Information	School Map & School Timetable Template
Code of Behaviour	Link for O’Neill’s Website
Financial Information	

Start of Year Arrangements:

Return to School
Students must be in full school uniform
1st Years wear PE Uniform 3rd September

6th Year 31st Aug 9.00 - 10.30	3rd Year 31st Aug 11.00 - 12.30	5th Year 1st Sept 9.00 - 10.30	2nd Year 1st Sept 11.00 - 12.30
2nd Sept Classes for 2nd, 3rd, 5th, 6th 8.50 - 12.20	3rd Sept Classes for 2nd, 3rd, 5th, 6th 8.50 - 3.00	3rd Sept 1 st Year 8.50 - 3.00	4th Sept 1 st Year only 8.50 - 3.00
4th Years 7 th Sept 8.50 - 3.50	7th Sept Classes for all Year Groups	Full uniform checks will be carried out on each day.	See You All in August! 😊

- 3rd September – Full School PE Uniform, iPad, Pen & Copy or notebook
- 4th September – Full School Uniform, iPad, Pen & Copy or notebook, Packed Lunch & a drink
- 7th September – Full School Uniform, iPad, Pen & Copy or notebook, Packed Lunch & a drink

Principal: Mr. Billy Ryan Deputy Principal: Ms. Mary Dooley Deputy Principal: Mr. Scott Gaynor Deputy Principal: Ms. Caroline Ryan

Grogan's Road, Wexford, Ireland, Y35 XV70. Tel: 00 353 53 9124133 CH17522. Roll: 63661C

Website: www.preswex.ie Email: generaloffice@preswex.ie accounts@preswex.ie

Twitter: @preswex Instagram: PresentationWexford Facebook: Presentation Wexford

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Parents are asked to pay the following monies on the VSware on-line payment system, when live for First Year Students. **Any monies not paid collected in school by Friday 4th September.**

In the interest of clarity and efficiency, the VSWare on-line payment system is the preferred method of payment. All payments made on-line are visible to the parent at any time which provides a better record of payments made. Some fees paid by this method are at a reduced rate with no bank charges. See enclosed information sheet for instructions on how pay on-line.

1st Year School Fees	Amount payable
Whole School Inclusion	€65.00
Administration Charge	€65.00 - Already paid.
Art students only	€45.00
Graphics students only	€50.00
Study Skills	€20.00
Anti-Bullying Workshops	€10.00
Meitheal Activities	€20.00
School Book Scheme Deposit	€50.00
Locker	€25.00 - Already paid
School Journal	€25.00 - Already paid

- From **4th September**, all students are expected to come prepared for all classes with iPads fully charged and all the necessary materials for classes.

Points to note:

- Students may only enter the school grounds through the **Grogan's Road entrance**.
- **Only Staff cars** are allowed on the premises between school hours, the site is small. Therefore, we ask parents/guardians not to drop students in the car park using the School Street entrance.
- If a student needs to leave the school during school hours:
 - 1) They must get **permission** from Tutor, Year Head, Deputy Principal or Principal.
 - 2) They must have a **note of explanation** on Vsware from parent/guardian (except when going home sick).
 - 3) They must **sign out** at General Office and sign in on return.
 - 4) They must be **collected by a family member at the office** or make suitable prior arrangement with school management.
 - 5) Students should never ring home themselves if they are sick. They must follow above procedures.
- Students arriving to school late must **sign the register** at the General Office; they will receive a Late Stamp in their journal.
- Students must report to the Deputy Principal's office if they arrive to school and are not in full uniform. Spare items of school uniform may be available for students should the need arise. Students not wearing the correct school uniform will not be allowed to attend class.

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Attendance/Absence/Sign Out Procedures

5 Important Reminders

- Absence**
If your child is absent from school or needs to leave early, details of the absence must be recorded using the VShare App.
- Leaving School Under 18**
All students MUST - have a note - parent/guardian must ring office - all under 18s must be collected from school - if these procedures are not followed - student will NOT be allowed to leave the school. Student must sign out.
- Leaving School Over 18**
All students MUST - have a note - parent/guardian must ring office to confirm, if not then the office will phone parent/guardian to confirm. Student must sign out.
- Sick during the School Day**
Permission must be sought from Tutor, Year-Head, Deputy Principal or Principal. Phone calls home only from the office. Students should not call themselves. Students MUST sign out. Under 18 MUST be collected.
- Returning after an absence**
Students MUST have a note explaining their absence. This can be done on Vshare or School Journal. Students MUST inform their Tutor as to reason for absence. Students MUST catch up on work missed during absence.

School Website/Twitter/Instagram/Facebook

To facilitate easier communication between school and home can you please follow us on:

www.preswex.ie

[facebook](https://www.facebook.com/presentationwexford)presentationwexford

<https://www.instagram.com/presentationwexford/?hl=en>

Mobile Phones

Please note that a change to our Mobile Phone Policy will come into effect from the beginning of the next academic year. From Monday to Friday, our campus will operate as a Mobile-Free Zone, and the use of mobile phones on school grounds will not be permitted.

We strongly encourage students not to bring mobile phones to school. Any phone that is found to be in use during the school day will be confiscated in accordance with our policy.

The full Mobile Phone Policy will be available on our school website in the coming weeks. We kindly ask for the support and cooperation of parents and guardians as we implement this important initiative.

We believe that this change will significantly enhance students' academic focus, reduce social anxiety, and promote more meaningful face-to-face interactions among peers.

Lunchtime

Students remain on the school grounds during lunchtime.

School Journal

Students must use the official Presentation School Journal. All students MUST always have their journal with them.

School Book Scheme

Schoolbooks are owned by the school; Parents & students should also take responsibility for ensuring that schoolbooks have a durable cover throughout the term of use by the student.

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Schools are permitted to request a refundable deposit, which will be returned to parents/students when books are returned to the school in re-usable condition and in accordance with the school's schoolbooks scheme policy. This is to incentivise students and parents to take care of books and to ensure the sustainability of the book scheme over time. This payment will be paid by all year groups once for the duration of their time in our school. It will be refunded once a student leaves the school, and books are returned in an acceptable state.

Whole School Inclusion Fee

This fee helps the school to run curricular, co-curricular, and extra-curricular activities for our students. It includes expenses like transport when representing the school at a variety of activities, sporting, non-sporting & leadership events throughout the country, affiliation fees to various organisations, breakfast club etc. This contribution enables us to provide opportunities for students outside the classroom in many different areas to help the student experience. Initiatives like the Meitheal Programme, where our 6th years support incoming first years, our 5th Year Peer Mentor Programme, where our 5th years support our 2nd year students are supported by this fund.

Lockers

Students Lockers allocated lockers during induction.

Personal Property

Students must take responsibility for their own belongings, iPads, jackets etc., making sure that all items are well labelled. Please make a special effort to label all items of uniform, including jacket and PE uniform. It is not advisable to bring other valuables into school, as the school will not be able to take responsibility for their safety.

iPad

Any parent/guardian who has a particular difficulty re the purchasing arrangements for iPads is asked to contact the principal before **23rd June** on 053 91 24133.

Students/Parents/Guardians are asked, in so far as is possible, not to leave items at the General Office for collection by students – e.g. money, P.E. gear, Home Economics ingredients etc. Any items left at the General Office are left entirely at own risk & should be clearly labelled.

I would like to wish you all a very happy and peaceful summer and hope that your daughter will come to us both refreshed and invigorated. I look forward to welcoming all new 1st years on **Thursday 3rd September**.

Yours sincerely,

William Ryan
Principal