

Manor House School



Online Information Evening

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INTRODUCTION

Welcome to our Open Evening. We hope that you will find your visit both enjoyable and informative and that you will leave with an appreciation and understanding of the caring atmosphere and educational ethos that we strive to provide for our students.

If you would like to place your daughter's name on a waiting list for our school, please fill in an Application Form before you leave. These forms are available to download on our website. We will keep your application on file and contact you when we are processing enrolments for her year of entry to Secondary School.

General Information

Manor House is a Voluntary Secondary School for girls in the tradition of the S.M.G. (the Poor Servants of the Mother of God) under the trusteeship of Le Cheile. The order has been working in the parish since 1952 when it was invited by the parish priest to open a convent and primary school. Day-to-day management of the school is the responsibility of the Principal under the direction of a Board of Management consisting of trustee, parent and teacher representatives.

The school has a six-year cycle, which includes a compulsory Transition Year. It provides a wide range of traditional academic subjects to Leaving Certificate Higher Level and also offers a comprehensive programme of general education. Great care has been taken in the design of our curriculum to meet the needs of all our students. Thus, in addition to a reputation for academic excellence of which we are rightly proud, we have a well-organised team of teachers delivering Learning Support to those students who require it.

In addition to a broad general education our students have opportunities to participate in sporting and extra-curricular activities. This is made possible due to the hard work and dedication of our staff. Their commitment and enthusiasm is one of our school's greatest strengths.

In conclusion, we aim to provide all our students with an academic programme appropriate to their needs within a caring and supportive environment. We are proud of our school, its record of excellence and its ethos of care and concern for others.

MANOR MILESTONES 1953 – 2020

- 2020** New Fire Safe System installed
Upgrade of corridors & New Furniture for Art Rom 1
- 2019** New Flooring @ Student Entrance and Main Reception.
Wheelchair Accessible Bathroom.
Upgrade of Smile Room. Refurbishment of Small Sewing Room, G14 & G15.
- 2018** New Heating System installed.
Art Room 2 refurbished.
New portable trolley with student laptop and tablets for class use.
New tables and chairs for the 2 music rooms.
- 2017** Introduction of VS Ware Administrative system.
Individual accounts for parents to view reports and select options.
New flooring on corridor G1 to G11
- 2016** Library upgrade and computerised lending system funded by Parents Association
- 2015** Introduction of Office 365 for staff and students.
All students have Manor House email accounts
- 2014** School is cabled for Wi-Fi
- 2010** New Astro-Turf Hockey Pitch Laid
- 2009** New Science Lab completed. September 1st: Manor House comes under the trusteeship of the Le Cheile Schools Trust

- 2007 Home Economics Kitchens refurbished.**
- 2005 New P.E. Hall completed.**
- 2003 Golden Jubilee Manor House School**
- 1995 First Lay Principal, Mrs Mary Clare O'Malley, appointed.**
- 1992 125th Anniversary of S.M.G.**
- 1978 January: Cafeteria opened**
- 1977 November: New Extension occupied, comprising 3 classrooms, physics, Biology and Prep Rooms, Art Room, Sewing Room, History, Geography and Projects Rooms, Music Room Study/Library, Lecture Theatre.**
- 1976 All-Weather Hockey Pitch provided. 8th September: Work began on New Extension**
- 1973 Home/School Association Founded.**
- 1964 New Wing, consisting of 8 classrooms, 1 Sewing Room, 1 Chemistry Room, Auditorium and cloakroom added.**
- 1959 April: Official opening of Convent and School by His Grace, Dr. John Charles McQuaid, Archbishop of Dublin.**
- 1955 November: Building of new Junior and Secondary School begun.**
- 1954 19th November: Two Sisters appointed to the National School, Raheny.**
- 1953 8th September: Junior School opened: twelve pupils registered the first day**
- 1952 March: Manor House purchased from Mr. Morgan Mooney. First Sisters take up residence.**



THE CURRICULUM

Junior Cycle

Students take all the core subjects and may choose four of the optional subjects. All students must choose one modern language.

Core Subjects	Core Subjects Continued	Optional Subjects
Irish	C.S.P.E.	Science
English	P.E.	Business Studies
Maths	Wellbeing	Art
Religion	S.P.H.E.	Home Economics
History	I.T	Music
Geography		French
		Spanish
		German

Wellbeing:

The Framework for Junior Cycle (2015) provides for a new area of learning at Junior Cycle called Wellbeing. Wellbeing will cross the three years of junior cycle and build on substantial work already taking place in schools in support of students' wellbeing. This area of learning will make the school's culture, ethos and commitment to wellbeing visible to students. It will include learning opportunities to enhance the physical, mental, emotional and social wellbeing of students. It will enable students to build life skills and develop a strong sense of connectedness to their school and to their community.

JCPA: Junior Cycle Profile of Achievement

As part of the Framework for Junior Cycle (2015) the reporting process at junior cycle will culminate in the award of the JCPA to students. The JCPA is a new kind of award. It has replaced the Junior Certificate since 2017. The JCPA was awarded by the school to students for the first time in 2017. The school prints out the JCPA which is provided for each student by the Department of Education & Skills. It reports on student achievement across a broad range of areas of learning in junior cycle. The JCPA, alongside other reporting arrangements in junior cycle, offer parents/guardians a clear, broad picture of their child's learning journey over the three years of junior cycle.

Senior Cycle

Students take all the core subjects, and choose four of the optional subjects, at least one of which must be a language. In addition, all students follow a programme of general education.

Core Subjects	Optional Subjects	General Studies
Irish	French	German
English	Spanish	History
Maths	Art	Geography
1 Modern Language	Music	Physics
3 Optional Subjects	Economics	Biology
	Accounting	Chemistry
	Business	Agricultural Science
	Home Ec. (S &S)	Politics & Society
	Applied Maths	L.C.V.P.

Transition Year

All students take Transition Year in Manor House. The Curriculum has both Academic and broader educational elements. All students take English, Irish, Maths and a modern language. They also sample six subjects from the range on offer for Leaving Certificate. This allows them to make an informed choice at the end of Transition Year about their choice of subjects for Leaving Certificate. In addition, they all participate in a Community Action and Work Experience Programme.

Sport

A school curriculum would not be balanced without its sports content and this is an area that is high on the Manor House Agenda. The school offers a wide range of sports: Basketball, Badminton, Hockey, Football, Camogie, Tennis, Volleyball and Athletics.

Extra-Curricular

There are many opportunities to get involved in extracurricular activities other than sport. The school offers a wide range of clubs and activities for students including: Student Council, Smile Committee, Cupán Tae agus Comhrá, Orchestra, Green Group, Les Joutes Oratoires, Lego Club, Junior French Club and Board Games Club.

SUBJECT-RELATED ACTIVITIES

IRISH:

Trips to the Gaeltacht
Project Work
Debates
Theatre Visits
Gael Linn 'Make a Radio Programme Competition' (Twice Winners)
Cupán tae & Comhrá at lunchtime for 6th year students
Gael Linn Cúrsa Cumarsáide for Transition Years
Fun Activities during 'Seachtain na Gaeilge'

ENGLISH:

School Library book lending system
School Publications
Debating
Theatre Trips
Lecture Trips
Public Speaking Competitions
Public Access to Law
Model United Nations
Book Clubs
Poetry Competition

MATHS:

Students have the opportunity to participate in 6th Year Table Quiz for Honours Maths Students (Twice winners)
Applied Maths: 6th year table quiz for Honours Applied Maths Students
Irish Junior Maths Competition

HOME ECONOMICS:

Cooking Demonstrations
Project Work
Cake Decorating
Practical Cookery
Craft & Textile Projects
Food Related Tours eg Butlers Baking Academy Competitions
Come Dine with Me
Health Week
Culinary Skills Trip eg Italy

LANGUAGES

French, German and Spanish available to Leaving Cert
*Three times winners of Alliance Francaise French Debating Competition.
French Language Cinema.
French Play
Spanish student exchange programme.
French exchange programme
French Tours
Leargas Funded Clil Classes

C.S.P.E.

Action Projects
Visiting Speakers
Comhairle na nOg
Green Schools Group

HISTORY:

Historical Interest Tours & Field Trips to
-Kilmainham Jail/ Glasnevin Cemetery
-Kilkenny Castle
-Ferry carrig
Project Work & Research

GEOGRAPHY:

Geographical Field Trips
-Iceland,
-Giant's Causeway,
-Marble Arch Caves,
-Balscadden Bay,
-House No 29 Fitzwilliam Square
-Dunmore Caves
-Castlecomer
-Dublin Bay Boat Trip
-Maritime Museum
-Bull Island
-Lullymore Bog
-Armagh Planetarium Observatory.
-Bray to Greystones Coastal Walk

RELIGION:

Beginning of School Year Mass
November Remembrance Liturgy
Welcome Mass for 1st Years
Carol Service
3rd Year Mass
6th Year Graduation Mass
Retreat with School Chaplain
Guest Speakers from charity organisations e.g. Goal & Concern
Outside Visits to places of interest e.g. Mels Cathedral Longford
Capuchin Day Care Centre

P.E:

Basketball
Hockey
Camogie
Soccer
Tennis
Athletics
Gaelic Football
Ice Skating
Ski Trip to New Hampshire
Volleyball / Table tennis
Dancing and Gymnastics

I.T.:

We are on Office 365 School
All students have school email, One drive and access to Office 365
The school has 2 fully equipped Computer Rooms
2 Laptop /Tablet Trolleys
Tuition in Microsoft Office
ECDL available in T.Y.
Junior Cycle Introduction to Keyboarding Skills and Word Processing

LEARNING SUPPORT

Small Group Tuition
Individual Tuition
Co-teaching & Team Teaching
Group Assessment in Numeracy & Literacy
Individual Assessments
Tailored Programmes (e.g. Spelling)

SCIENCES:

Ag. Science

Transition year Agricultural Science
School Allotment
Visits to:
-Ploughing Championships
-Dublin Zoo
-National Botanic Gardens, Glasnevin
-EcoUnesco

Biology

North Bull Island Nature Reserve & Bird Sanctuary

Physics

Guest Speakers
Visits to:
Third Level Colleges for
Demonstration Lectures

Chemistry

Visits to
ENFO/DCU/DIT/Guest Speakers
UCD Chemical Engineering Course

ECONOMICS & BUSINESS:

Trip to Ploughing Championships
Young Entrepreneur Competition
Mini-Companies
Entrepreneur Investigations

MUSIC & DRAMA :

School Choir
Orchestra & Emmanuel
Lunchtime Recitals
Music Technology
Music for School Mass & Carol Service
Traditional Music Group
Film Making Workshops
Drama Workshops
Visits to National Concert Hall.

ART:

Visits to Various Exhibitions in
-National Gallery at Collins Barracks
-National Museum, Kildare Street
-Natural History Museum
-Hugh Lane Gallery
-Chester Beatty Gallery
-Fitzwilliam St Georgian Terrace House
Various Art Colleges
Heritage Sites
-Newgrange, Knowth
-Monasterboice
-Mellifont
Mosaic Pottery, Sculpture, Painting, Graphic
Design, Life Drawing, Still Life, Etching, Batik

CAREERS / COUNSELLING

One class per week of Careers at Senior Cycle.
Programme includes:
Guest Speakers
Aptitude Testing / DATS
Subject Choice Advice
Study Skills
Stress Management Options after L.C.
Open days in UCD, Trinity etc
Individual appointments for personal & educational support for all years.

PASTORAL CARE

SPHE / RSE PROGRAMME at Junior Cycle
Mentor system
Class Tutor
Year Heads (Deans)
Counsellors
Study Skills Seminar
School Chaplain
Supervised Study after school for 3rd and 6th
Year students
Homework Club for 1st years

FACILITIES

The school has excellent facilities:
5 modern Science Laboratories
2 Computer Rooms/ Laptops & Tablets
2 Art Rooms
History Room and Geography Room
2 Music Rooms
Religion Room
Irish Room
Senior English Room
Library
Lecture Theatre
Cafeteria
Hall
New P.E. Hall
Basketball Courts
Tennis Courts
Astroturf Hockey Pitch
2 Home Economic Kitchens/2 Sewing Rooms

Teacher Professional Development

A large core group of enthusiastic, dedicated and committed teachers in our school have been involved in Continuous Professional Development.

Throughout this academic year, teachers participated in the TL21 Professional Development Programme. They collaborated on the importance of professional dialogue amongst colleagues and put a project in place in Manor House that continues into this academic year.

Other teachers were involved in the PDST Forbairt Programme where they included students and colleagues in their research. They looked at Student and Teacher Co-Inquiry into Group Work and Assessment.

Another group of teachers were part of the Le Chéile Middle Leadership Course. They researched the importance of Differentiation to aid Teaching and Learning. A booklet was provided by them to help teachers and students move successfully forward to aid differentiation in our classrooms.

All staff participated in Continuous Professional Development in their specific subject area and brought this breadth of knowledge and professionalism into the classroom.

As a staff we continually strive to provide the best education for the students in our care.

APPLICATION AND ADMISSION PROCEDURES

The Board of Management determines annually the number of first year places. The number of first year places for 1st year 2020 is 150.

Application and Admission Procedures

Applications from girls attending schools outside the CAPPS (Central Application for Post Primary School Dublin North East) formerly called the Howth Deanery must be made by contacting the school directly for an application form. Pupils attending schools in CAPPS (formerly the Howth Deanery) may apply using the school application form. **However, in order for their application to be considered valid they must also apply using the CAPPS Application Procedure.**

The Application Process

Manor House School is located in CAPPS (formerly Howth Deanery). This area is defined by the Catholic Diocese of Dublin. A common application process operates in the secondary schools of this area. The process is as follows: -

1. Common application forms are distributed to 6th class students on the last Monday in September in the CAPPS (formerly Howth Deanery) primary schools that participate in the scheme.
2. Completed forms to be returned to primary principals two weeks after the date of distribution.
3. Completed forms to be returned by primary principals to Secretary of the CAPPS Education committee within one week of 2 above.
4. Completed forms to be sent by CAPPS Secretary to participating post primary schools by end of the first week in November.
5. Parents/guardians to be contacted by post primary schools by last week in November.
6. Assessment tests are held by agreement with all post primary schools which operate the scheme on the same day in CAPPS. Those post primary schools inform feeder primary schools regarding nature and times of tests.

When an application has been received either directly to Manor House or through the common application process of CAPPS, it will be considered by the Board of Management or its representative who will make a decision as to whether or not to admit the student to the school. This is in accordance with Section 19 of the Education (Welfare) Act, 2000. In accordance with this Act, the Board of Management or its representative will make a decision in relation to the application no later than twenty-one days after the closing date for completed application forms. **The closing date for applications for 1st Year September 2021 will be Monday 19th October 2020.** A decision to accept a student for admission by the school will be notified to the parents/guardians in writing. No student will be considered fully admitted to the school until the Code of Behaviour has been accepted and signed by parents and student. All applications will be subject to the requirements of the Department of Education and Skills, school resources, class size and staffing provisions, school accommodation and health and safety.

The applications for places in first year will be prioritised using the categories 1-7 listed below:

1. By direction of the Board of Management, up to five (5) places may be allocated annually to *family members of the founding congregation the Poor Servants of the Mother of God (S.M.G.). Applications for consideration for these places should be made directly to the S.M.G. via Manor House School.*
2. Sisters of students currently enrolled.
3. Daughters of staff of the school.
4. Sisters of past pupils.
5. Children of past pupils
6. Students residing in the Parish of Raheny

7. Sixth class girls attending Scoil Áine and St Eithne's.
8. Students from schools in CAPPS who have applied through the CAPPS system.
9. All other applicants

Excess of Applications

If there is an excess of applications in any year, then the category in which the excess occurs will be allocated places based on a lottery. The Chairperson of the Board of Management or a Board member nominated by the Chairperson will conduct the lottery by drawing the names from a box. Those not successful in the lottery will be placed on a waiting list along with the applicants in the remaining categories. Applicants will be contacted in writing to inform them that they have been placed on a waiting list and will be informed in writing as soon as a place becomes available.

The Appeal Process

In the event that Manor House rejects the application of a parent/guardian in respect of a student, the reason for refusal will be communicated in writing to the parent/guardian. This decision may be appealed to the Secretary General of the Department of Education and Skills, The Appeals Administration Unit, Department of Education and Skills, Marlborough Street, Dublin 1 in accordance with section 29 of the Education Act, 1998. The appeal must be made on the application form provided by circular M48/01 within 42 calendar days from the date the decision of the Board of Management or its representative notified the parent/guardian. The parent/guardian must inform the school in writing of the decision to appeal.

Admission Form

Parents/guardians of students whose application has been successful are requested to complete an admission form providing the following information:

1. Name and address of student
2. Age of student and date of birth (the child must reach 12 years of age by 31st December in year of entry)
3. Personal Public Service Number (PPSN).
4. Names and addresses of parents/guardians
5. Emergency contact numbers
6. Details of any medical conditions of student
7. Religion of student
8. Any disabilities or special educational needs of student
9. Previous schools attended by the student
10. Any other information as may be prescribed by the Minister for Education and skills from time to time
11. Certificate of Exemption from Irish (where applicable)
12. Education Psychological Assessment (where applicable)

In accordance with the Data Protection Acts, 1988 and 2003 as amended from time to time, the foregoing information will be held by the school and processed for the purposes of considering and processing applications and for the administration of school records.

The Principles of a Le Chéile School

Welcome



Our welcome recognises the unique dignity and worth of each person.

Wisdom



Students are engaged in the pursuit of wisdom and knowledge so they can have a greater understanding and appreciation of the world.

Witness



The care, compassion and pursuit of wisdom experienced in a Le Chéile school comes from expression of Gospel values on a daily basis and recognises that every person is made in the image and likeness of God.

