



27 August 2026

Dear Parent/Guardian,

As we begin the new school year, we would like to draw your attention to several important school policies and procedures and to ask for your support with our upcoming review of the school's Bí Cineálta procedures.

Administration of Medication

If your child requires medication to be administered, stored or supported by the school, you must complete a new **Administration of Medication Form** for the 2026/2027 school year. This is necessary even if you completed a form in a previous year, as we must ensure that the information and permissions held by the school are current and accurate.

Please be aware that the school cannot administer medication or support a student with medication unless the required form has been completed and submitted. Parents/guardians should also inform the school promptly if there are any changes to their child's medication or medical needs during the year.

[Click here for our Administration of Medication Form](#)

Please submit the completed form by 01/09/2026.

Child Safeguarding Statement and Risk Assessment

The Board of Management has recently reviewed and approved the school's Child Safeguarding Statement and Child Safeguarding Risk Assessment. These documents set out the measures in place to safeguard our students and to ensure that the school complies fully with its responsibilities under the Children First legislation and guidance.

We encourage all parents and guardians to familiarise themselves with these important documents.

[Click here for Safeguarding Statement](#)

[Click here for our Child Risk Assessment](#)

Code of Behaviour

The school has also introduced an updated Code of Behaviour for the 2026/2027 school year. The Code sets out the standards of behaviour expected within our school community, together with the supports, procedures and responses used to promote positive behaviour and address concerns.



We ask all parents and guardians to read the updated Code and discuss its key expectations with their child. A consistent partnership between home and school is essential in helping students to make positive choices and ensuring that Mercy remains a safe, respectful and supportive learning environment for everyone.

[Click here for the new Code of Behaviour](#)

Review of our Bí Cineálta Procedures

Over the coming weeks, the school will begin reviewing its procedures for preventing and addressing bullying behaviour in accordance with the national **Bí Cineálta** procedures.

Bullying can have a serious and lasting impact on a young person's wellbeing, confidence, relationships and engagement with school. Preventing and addressing bullying effectively requires a strong partnership between students, parents, staff and the wider school community. Parents and guardians have particularly valuable insight into young people's experiences, including behaviour or concerns that may not always be visible during the school day.

As part of the review, surveys will be circulated to all parents/guardians, students and staff over the coming weeks. We would also like to establish a small parent focus group to provide more detailed feedback and help us consider how our procedures can be as clear, accessible and effective as possible.

The purpose of the group will be to listen to parents' perspectives, identify areas of concern, and consider how communication and cooperation between home and school can be strengthened. Participants will not be asked to discuss individual students or specific bullying cases; the focus will be on improving the school's overall approach to preventing and addressing bullying behaviour.

If you would be interested in joining the parent focus group, please register your interest using the link below. We would greatly value your contribution.

[Please click here to sign up for our Anti-Bullying \(Bí Cineálta\) review group.](#)

Thank you for your continued support and partnership. By working together, we can ensure that every student feels safe, respected, included and supported in our school.

Yours sincerely,

James Hanrahan

Deputy Principal

Mercy Secondary School, Inchicore