



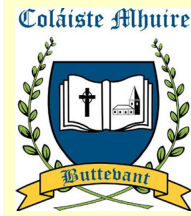
# Coláiste Mhuire



**Colaiste Mhuire**

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# Coláiste Mhuire

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***INFORMATION DETAILS  
FOR FIRST YEAR PARENTS  
2023/24***

## MISSION STATEMENT

**Our vision is to enrich the educational and personal development of students in an inclusive, caring Christian School Community**

## Notes

### Values of the School :

Coláiste Pobail Naomh Mhuire is a Co-Educational and Multi-Denominational School which is guided by the Core Values of Care, Equality, Community, Respect and Excellence in Education



# Notes

## Your First Year Team

1A Class Teacher : Ms Valerie Brassil

1B Class Teacher : Mr Ross McAulliffe

1C Class Teacher ; Ms Sarah O'Keeffe

1D Class Teacher : Ms Faye O'Donoghue

1E Class Teacher : Mr Conor Curtin

### Role of Class Teacher

Class Teachers will meet with students from their respective classes every morning for roll call and to ensure that all their students needs are met. Class teachers are students primary contact should they have any queries or worries about any part of school life.

### Guidance Counsellor



### Chaplain



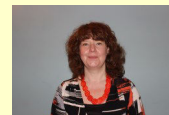
### Co-ordinator of Behaviour



### Home School Community Liaison



### Deputy Principal

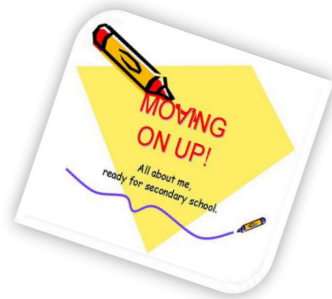


### Principal



## Contrasts with the Primary School

- 1 Classes are 40 minutes long and students meet many teachers and have to change rooms a number of times throughout the day. This of course can be quite challenging.
- 2 Students are the youngest in the school and the school is physically bigger with a greater number of students.
- 3 Students have many more subjects and textbooks to manage.
- 4 Each teacher can relate differently and have different expectations - and the new student has to adjust quickly..
- 5 The amount of homework can be greater than they are used to but homework is for the next class which is not necessarily the following day.
- 6 The school day is longer.



## What has Coláiste Mhuire in place to help?

- iPad Deployment on Friday August 25th
- Induction –Friday August 25th, 8.50am —3pm (School Buses will not run on Friday 25th - buses will commence running from Monday 28th August)
- Homework Club
- Class Teachers in place
- Buddy Programme
- Homework to be done in class for the first two weeks
- Allowed out early at break times so that they can get to front of canteen queue.

## How can Parents Help?

Most students cope with the changes but some can go through a period of confusion and this is where you (the parent) can help by:

- (1) Going through the timetable for the next day with the student for the first few weeks - also highlight for them where they need to go for these classes.
- (2) Checking that they have the correct books and copies for the next day.
- (3) Help them to organise their homework so that they do it at the correct time and not allow it to accumulate until the last minute.

If you are experiencing any difficulty arrange to meet the Principal, Deputy Principal/ Class Tutor/Home School Liaison Coordinator as soon as possible.

**BOOK SCHEME:** The school will supply the necessary e-books and physical books once students enter the School Book Scheme. However, the stationary and equipment listed below will need to be purchased by students for the following subjects.

English	1 x A4 Lever Arch Folder 10 x Subject Dividers 1 x Pack of Poly Pockets (50+) 1 x Refill Pad (for English <u>only</u> )
Irish	1 A4 Hardback copy 1 small soft copy
Maths	A4 Project Maths Hardback (for notes) A4 Project Maths soft copy (for homework) Mathematical Tables Mathematical Set Casio fx-83GT X Calculator Envelope folder (for worksheets and assessments storage)
History	A4 Hardback (for notes) A4 Refill pad for homework Folder (small ring binder) Poly pockets
Science	Orange Catalyst workbook (Educate) A4 hardback copy (Not a science hardback) Long ruler, pencil, Small A4 folder.
Religion	1 small soft copy
Art (For taster period)	2B, 4B, 6B pencil Rubber Ruler Set of colouring pencils



Each student will receive a school journal at the beginning of the school year. They will record all homework or work undertaken in each class into the journal, each day. Work can take various forms such as:

- ◆ Writing
- ◆ Reading
- ◆ Research/Projects
- ◆ Revision

It is important to check school journals on a regular basis and it should be signed by you every Thursday

evening.

### Parental Role in Homework

Your role is very important in seeing that the student fulfils all homework requirements as outlined. Taking an interest in your child's school work will benefit him/her enormously. It may often be beneficial to add a note into the journal for checking by the Class Tutor.

### The School Homework Journal

- ◆ The journal must be brought to school each day.
- ◆ It must be used in each class to record homework.
- ◆ As a piece of homework is completed, it should be marked as done.
- ◆ Timetable to be checked each evening to ensure the necessary books/equipment are brought for classes.
- ◆ The Journal must be signed by a parent or guardian every Thursday night at the bottom of the 'notes of concern' page.
- ◆ Your class teacher will check and sign the journal at least once a week.
- ◆ Journals should be kept neat and tidy at all times



## Coláiste Mhuire Standards of Behaviour

# CLASSROOM GUIDELINES

### Classroom Guidelines

Arrive to class on time

Have books/equipment for class

Do not eat or chew gum

Have homework done/have your best effort to show your teacher

Sit quietly in your allocated seat

Remain seated unless permission to move is given by your teacher

Take out journal, books and homework promptly

Listen attentively during class

If you want to ask a question, please raise your hand

Be respectful when addressing your teacher and fellow students

Participate in all classwork

Make sure you note all homework carefully in your journal

Pick up any papers/rubbish on or under your desk

Tuck your chair/stool neatly under your desk

Wait at your desk until given permission to leave

Put any rubbish into the correct bin as you leave

Record your home work in your school Journal

### **M.....Mothers/Fathers/Guardians**

As partners in the education of your children your role is central to their success in secondary school. Helping with key things like the organisation of books and bags is a vital part of success in school.

### **N.....Notes**

Please send a brief note to explain absences or lateness in the morning. Notes must be written in the diary. All notes should be given to the class tutor.

### **O.....Organisation**

This does not come easy to all students but it can be learned. Getting organised to start study..... sorting out what is needed for the next day, having things near the front door for the morning rush!!!

### **P.....Principal/Deputy Principal**

The Principal Mr. O Sullivan and Deputy Principal Ms. O Mahony are available if you are concerned about any issue-please phone ahead to make an appointment

### **Q.....Questions**

It is a great help to students if parents continue to ask questions on subjects just as you would have done in National School. Subjects can be difficult in comparison to last year but every bit of help is great. Most textbooks have a useful list of questions at the end of each chapter

### **R.....Revision**

Reading over chapters and sections for tests is a very important activity in First Year as the Junior Certificate is a three year programme and each year builds on the work completed in the previous year so students need to constantly revisit past sections

### **S.....School Completion Programme**

Our School Completion Organiser works with the school completion programme which helps students who are at risk of dropping out of school or who are prone to poor attendance

### **T.....Timetable**

Each class has a specific timetable written at the front of the journal. Put a copy of this on the fridge as it is useful to check for what needs to be in the schoolbag each day

### **U.....Uniform**

Has to be worn each day.

### **V.....Very Good**

We encourage all students to be very good and approach new challenges to the best of their ability. We promote good manners and expect the same respect towards staff members as you would

**W.....Website [www.buttevantcolaiste.ie](http://www.buttevantcolaiste.ie)** is a great resource for both parents and students. It is full of useful information, photographs and updates on everything happening in the school.

**X.....Xtra** There are lots of extra curricular activities taking place in Colaiste Mhuire – there is something for everyone and your child is encouraged to pursue what they are interested in

### **Y.....You**

YOU. Parents have an enormous influence over your children. Be positive about school and subjects and they are likely to be positive-be negative and they will be negative

**ZZZZZZZZZZ**.....is the good night sleep that helps you recover after a busy day and get you ready for the next day

## The A-Z of surviving and thriving in First Year

### A.....Attendance

Being in school each day unless a student is very ill is one of the key ingredients to getting the most out of school. Students who are absent without explanation will receive a text in the early morning.

### B.....Bullying

Please contact us immediately if your child is experiencing any difficulties with any other pupil or pupils. We can only help if we are aware of the situation

### C.....Class Teacher

The Class Teacher is a teacher who has been asked to look after a particular class and is a very useful contact for both you and your son/daughter. They meet with students most mornings and check diaries, uniforms, homework and notes.

### D.....Detention

If students are misbehaving, late, or disrespectful to staff they can be detained at lunchtime. During this time they will be required to complete work.

### E.....Equipment for Class

Many subjects require particular equipment. It would be a great help if you check the night before to see if your child has all the necessary equipment for the following day e.g. do they have PE gear

### F.....Food

A good lunch is essential for the day in school. We understand children can be difficult about food but it is important to have variety of food to keep up energy and concentration levels.

### G.....Goals

All students should be encouraged to have goals to aim for. This does not have to be about the top of the class but about doing the best every day

### H.....Homework

Check the journal and see the subjects for the day ahead and see if all the required homework is completed . It is good practice to sign the diary each night.

### I.....iphones,ipods

School is not a place for mobile phones mp3 players etc. We ask you to make sure mobile phones are turned off coming to school in order to prevent distraction for the students. Please do not ring/text your child during class time. Contact the office if you need a message passed on to them

### J.....Journals

The official school journal is an essential form of communication for parents and teachers. Teacher will use the journal to keep you informed and should be signed at a minimum every Thursday night by parents.

### K.....Keys

Coming to school without locker keys can create difficulties for everyone. Check to ensure your child has their keys coming to school

### L.....Lockers

Each student has been assigned a locker to store books, coats and lunches. They should organise their books for the morning classes before 9.00am and for the afternoon classes at lunchtime.

## Coláiste Mhuire Standards of Behaviour

### Classroom Behaviour Ladder

Learning is the most important activity in the Coláiste. If you interrupt learning these are the consequences which will follow.

#### Stage 1

If you interrupt learning in class or engage in an act of serious misbehaviour you may get a **Note of Concern** and a **Tuesday detention**.

#### Stage 2

If you receive a second **Note of Concern** you will get a **Tuesday detention** and your **parents/guardians will be contacted** by the coordinator of behaviour to inform them of same.

#### Stage 3

If you receive a third **Note of Concern** you will be placed on a **Record Card** by the co-ordinator of behaviour and your **parents/guardians will be contacted** by the coordinator of behaviour and asked to come in to **meet** with the co-ordinator/class teacher/deputy principal.

#### Stage 4

If you receive a fourth **Note of Concern** you will be **withdrawn from class**. Your parents/guardians will be informed of same.

#### Stage 5

Any subsequent Notes of Concern will result in suspension. Your file may be referred to the Board of Management.

**A Note of Concern may also be issued to students who show a lack of respect to fellow students or staff outside of the classroom setting (ie. between classes or at breaks). Any serious breaches of The Code of Behaviour will take a student directly to stage 4 or further.**

### **Aims of the school:**

- To enable and encourage the full growth and development of each student intellectually, creatively, physically, morally and socially.
- To create a caring, safe and supportive environment in which each student will have the opportunity to fully develop her/his aptitudes and talents.
- To promote gender equity, self-awareness and responsible attitudes in personal relationships, while encouraging dignity and respect in all our endeavours.
- To foster consultation and the involvement of parents in the development of school policies, and in its social and recreational activities.
- To engender feelings of self-esteem and the creation of sensitive, caring and politically aware members of society.
- To aspire towards excellence in all areas of work and involvement, thus promoting an image and a reputation for the Coláiste, which will command the respect and the pride of the community.
- To provide a student care programme that is central to the life of the Coláiste.
- To provide for the cultural and aesthetic needs of the community through the arts.
- To foster positive interaction between teachers and pupils, between home and school.

## **Financial Considerations**

**Book Scheme: The Coláiste provides a Book Scheme for 1st Year through to 6th Year Students. All of the items outlined on page 15 of this booklet are covered in the scheme costs.**

**Allowances are made for families with multiple students attending the school as follows. Cost per student/family per year:**

**1 Child = €130, 2 Children = €220, 3 Children = €270, 4 Children = €320**

Payments/deposits for the above are made on the Way2Pay System. You will receive a link via text to your phone, (if not please contact the office and the link can be forwarded again). Should you wish to do so, payments can be made in instalments. You will receive a receipt each time you make a payment, please ensure the above fees are paid before 18th August '22 using Way2Pay System.

**September Buddy Trip €30 (approximately)**

1st years accompany their TY buddies on a day of team building outdoor pursuits activities. This fee will be collected during September.

## **School Uniform**

Stockist for the official school uniform are based in Mallow and Charleville. It can be purchased in Philip's Bookshop or Barry's mensware in Mallow and in Murray's in Charleville. Please note that the Jumper, skirt & jacket are the only items with a unique element (crest etc) and that shirts and trousers may be purchased in a variety of shops.

The uniform consists of:

- (1) Blue Crested Jumper
- (2) Blue Shirt
- (3) Navy Trousers or School Shirt
- (4) Navy Crested Jacket
- (5) Black/Navy Shoes

**Full school uniform is required every day in school**



### BRINGING VALUABLES TO SCHOOL

Bringing phones or other valuable personal belongings to school is not advised. Students do so at their own risk and the school cannot be responsible for the loss of any such personal items.

### SOMETHING IS MISSING OR FEARED STOLEN

Students should report missing items to subject or class teacher as soon as possible. Students should also check the main office to see if item has been found and handed in. Missing items can be handed into the main office.

### IM NOT SURE HOW MY SON/DAUGHTER IS GETTING ON

Please contact the school office and we can organise for your child's Class Teacher or Subject Teacher to contact you over the phone or organise a meeting with one or both parents.

### WHAT ABOUT SCHOOL UNIFORM

Should an unforeseen incident arise which means that your son/daughter is unable to wear the full school uniform to school please put an explaining note in the Student Journal for the Class Teacher to check.

January	February	March	April
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1	1 2 3 4 5	1 2 3 4 5	1 2
2 3 4 5 6 7 8	6 7 8 9 10 11 12	6 7 8 9 10 11 12	3 4 5 6 7 8 9
9 10 11 12 13 14 15	15 16 17 18 19	13 14 15 16 17 18 19	10 11 12 13 14 15 16
16 17 18 19 20 21 22	20 21 22 23 24 25 26	20 21 22 23 24 25 26	17 18 19 20 21 22 23
23 24 25 26 27 28 29 30 31	27 28 29 30 31	27 28 29 30 31	24 25 26 27 28 29 30
May	June	July	August
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5	1 2 3 4 5 6
8 9 10 11 12 13 14	8 9 10 11 12 13 14 15 16 17 18 19	8 9 10 11 12 13 14 15 16	7 8 9 10 11 12 13
15 16 17 18 19 20 21	12 13 14 15 16 17 18	15 16 17 18 19 20 21 22 23	14 15 16 17 18 19 20
22 23 24 25 26 27 28	19 20 21 22 23 24 25	17 18 19 20 21 22 23	21 22 23 24 25 26 27
29 30 31	26 27 28 29 30	24 25 26 27 28 29 30	28 29 30 31
September	October	November	December
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1 2 3 4 5	1 2 3 4 5	1 2 3
4 5 6 7 8 9 10	2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10
11 12 13 14 15 16 17	9 10 11 12 13 14 15	13 14 15 16 17 18 19	11 12 13 14 15 16 17
18 19 20 21 22 23 24	16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24
25 26 27 28 29 30	23 24 25 26 27 28 29	27 28 29 30	25 26 27 28 29 30 31

**Every Day Counts**

**Attendance**  
**1 day = 9 classes or 6 hours of class time**  
**5 days = 45 classes or 30 hours of class time**  
**1 day a week = 300 classes a year (198 hours)**

It is essential students attend school every day as much work is completed in each class. Poor attendance will lead to difficulty with classwork/homework, loss of interest and motivation as well as poor examination results and underachievement.

As a school we are obliged to closely monitor the attendance of our students as under the Education Welfare Act 2000. All absences in excess of twenty days or more have to be reported to the Educational Welfare Board. In fact, we begin to alert the Educational Welfare Office at approximately 15 days absence. As part of school policy we send letters home to parents/guardians even earlier than this to alert you that there is a trend of absence arising.

That said, there may be genuine occasions when a student is absent and in these circumstances you must send a note on the day the student returns to school. There is a section in the back of the student journal for such notes. For extended periods of sickness we would ask that you submit a medical certificate.

**Parents:** Your co-operation and attitude to attendance is vitally important and will have a profound effect on the student. Absenteeism and lack of punctuality cannot be condoned, and we request your full support and co-operation in our efforts to address any problems.

- ◆ Pupils must be in school by 8.45a.m.
- ◆ Lunch is between 12.30 and 1.10
- ◆ School finishes Wednesday 1.10pm and every other evening at 3.50p.m.

The School contacts parents through mail notifications in VS Ware to alert parents to the fact their son/daughter is not in school. Good attendance is also acknowledged at the annual awards ceremony. Parents whose children are displaying unexplained poor attendance patterns will receive notification of this at the end of each term.

### TEXT SERVICE FOR PARENTS / GUARDIANS

**As the texting service is in place as part of our support structures. Please ensure that the school is made aware of any change to your mobile number so that our records are kept up to date.**

## Guidance Counselling Service

Coláiste Mhuire has a guidance counsellor. Guidance activities are carried out in the classroom and on an individual basis. The programme focuses on educational, vocational and personal guidance.

### OVERVIEW:

- ◆ Careers Information
- ◆ Aptitude Testing
- ◆ Study Skills
- ◆ Subject Choice for Leaving Certificate
- ◆ Preparation for the World of Work
- ◆ College Applications
- ◆ Post Leaving Certificate Options
- ◆ Careers Outings—Exhibitions/Open Days
- ◆ Visiting Speakers
- ◆ Job Search Skills
- ◆ Introduction to Careers Software
- ◆ Transition from School to College/Work
- ◆ Counselling and Referrals

The role of the Guidance Counsellor is to facilitate pupils in making educational, personal and social and career decisions. Other key players in these decisions are parents, family and friends, subject teachers and the local community.

The Student Care System in operation in Coláiste Mhuire provides support and assistance to pupils and their families. To enhance this service parental consultation with the guidance counsellor is encouraged and can be arranged by appointment. Co-operation between parents and school can more effectively bring about satisfactory resolution to issues. Parents/guardians are urged to take up this invitation.

### SCHOOL BOOK SCHEME

The Coláiste provides a Book Scheme for 1st Year through to 6th Year Students. All of the following items are covered in the scheme costs. **Costs are set out on page 17.**

- Ebooks downloaded on to iPads
- School Journal
- School Insurance
- Photocopying/Printing
- iPad school management system
- Locker Rental

### MEETING WITH STAFF

Meetings with any members of the teaching staff can be arranged by appointment. Please ring the school office between 9.00 and 16.00 on 022-23733 to arrange a suitable meeting.

### LATE TO SCHOOL:

Students are expected to be present in registration by 8.50, and to be in class after lunch by 1.10 at the latest. Any student coming to registration or to school any later than 8.50/1.10 will be marked late.

If a student is late for school he/she should sign in at the office with an explanatory note from parent/guardian in journal.

If a student is late for school on two occasions in a calendar month without a written explanation, a Friday detention will be given.

### ABSENCES

When a student is absent, parents/guardians should :

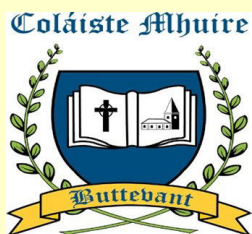
- 1.Report the absence to the office via VS Ware App prior to 8.50am. A brief explanation outlining the reason for absence must also be included
- 2.Provide a written note in the journal on the day of return to school explaining absence.
- 3.Failure to do so will result in a lunch-time detention.

### LEAVING SCHOOL EARLY

Students with dental appointments etc. must present a note from their parent(s)/guardian (s) to the class teacher at morning registration. Students may never leave the building without written permission from parent(s)/guardian(s) and Deputy Principal or Principal and must be collected and signed out in the office by parent/guardian .

### ILLNESS

If a student is very unwell and needs to go home, they must go to the school office. We will then contact the student's parent(s)/guardian(s), and arrange for the student to be collected. The student must be signed out in the office by a parent/guardian.



# Practical Information

## School Opening

### What will happen on Friday 25th August

This will be an induction session where pupils get to know some of their classmates, their Class teacher and their TY buddies. Students will be allocated classes and class teachers will go through some basics with them. Students will also receive their iPads, or if bringing their own, they will get these set up on the school management system. Students will only need a few copies and their pencil case to get started. School will commence at 8.50am and will finish at 3pm. Free Rolls will be available at small break and a limited selection of cold options will be available at lunchtime for €2. If travelling by bus please be aware that the bus service does not comment until Monday 28th August. Pick up times at specific points can be found by contacting the bus providers at the following number:  
 Bus Eireann School Bus—Mallow Coaches on 022-27881  
 Private School Bus from Ballyclough or Ballyhea— Kearneys Coaches on 021-4232252

### Monday 28th August

Coláiste is open for 2nd yrs and 5th yrs only so 1st years get to stay at home.

### Tuesday 29th September

Coláiste is open for 3rd yrs and 6th yrs only so 1st years get to stay at home.

### Wednesday 30th September

All year groups are in school. 1st year lessons will begin to run as normal. Classes begin at 8.50am so all students should be in by 8.45 latest.

### Breakfast

**Breakfast Club-Open and free to all from 8.30 beginning Monday 28th August**

### Lunch

Variety of hot lunch options available at break time (10:10am) and lunch time (12:30pm). Lunch at morning break is free but students must pay for lunch at big lunch.

## Structure of the school day

Break time: 10.10 –10.30 a.m.

Lunch: 12.30 – 1.10 p.m. (No Lunch on Wednesday)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.50 a.m.					
9.30 a.m.					
10.10 a.m.					
11.10 a.m.					
11.50 a.m.					
12.30 p.m.					
1.50 p.m.			School finished at 1.10pm		
2.30 p.m.					
3.10 p.m.					



# DIET

## what is a Healthy Eating?

Healthy eating simply means eating a wide variety of food, in the correct amounts, to ensure that you get all the energy and nutrients you need for good health now and in the future.

## How do we achieve a healthy diet?

**The Food Pyramid** will help you plan your daily food choices. Foods, which contain similar nutrients, are grouped into shelves on the Food Pyramid. This allows you variety and flexibility in your choices from each group. Choosing food servings from the

four main food shelves provides you with the balance of nutrients you need daily. Variety comes from not always selecting the same foods from each group.

## BREAD, CEREALS, POTATOES, RICE AND PASTA

These foods are high in carbohydrate which supplies energy. They also contain some vitamins and minerals and fibre. Choose wholemeal/wholegrain varieties more often as these are higher in fibre. These foods are low in fat despite what people have been led to believe. Remember it's what we add to these foods or how we cook them that can add fat e.g. having chips instead of potatoes, spreading butter thickly on bread or having a creamy sauce with pasta. If extra energy is needed for example when more physical activity is taken then these are the foods that should be increased.

**Aim to eat at least one food from this shelf at every meal and at least 6 servings in the day.**

## FRUIT AND VEGETABLES

These foods are high in vitamins and minerals and fibre. They are low in fat and calories.

**Aim to eat at least one food from this shelf at each meal and at least 4 servings per day. They make great snacks between meals too.**

## MILK, CHEESE AND YOGHURT

These foods are excellent sources of calcium and also provide protein. Low fat products are recommended. Teenagers have higher requirements for these foods than children or adults.

**Adults and children should aim to eat 3 servings from this shelf per day. Teenagers and also pregnant and breastfeeding women should aim to eat 5 servings a day.**

## MEAT, FISH, EGGS, BEANS, PEAS AND NUTS (note: Due to severe allergy of a member of our school community nuts or any foods containing nuts are strictly forbidden)

These foods are good sources of protein. Red meat is high in iron and should be included 2 or 3 times per week. Oily fish (salmon, mackerel, trout, herring, sardines) contain omega 3 fatty acids which can help to protect the heart- aim to have oily fish once a week. White fish such as cod, whiting and plaice should be included once a week. Beans, peas and nuts are good sources of fibre and are good alternatives to meat for vegetarians.

**Try to eat two servings from this group a day.**

## OTHERS

The shelf includes things like biscuits, doughnuts and cakes, crisps, ice-cream, mayonnaise, honey, sweets, chocolate, fizzy drinks, butter and spreads and oils and also alcohol. These foods contain a lot of energy (calories) but relatively few other nutrients.

**Aim not to eat these foods too often and even then only in small amounts.**

# Food Pyramid A Guide to Daily Food Choices

