



Clonakilty Community College

To L.C.A. Parents/Guardians 2017-2018,

On behalf of the staff of Clonakilty Community College we invite all our students back to our college as follows:

School Calendar: 2017-2018:

School Re Opening	August 29 th 2017 6 th yrs August 30 th 2017 5 th yrs
Mid Term Break	October 30 th 2017 to November 3 rd 2017 inclusive
Christmas	December 25 th 2017 to January 5 th 2018 inclusive
Mid Term Break	February 12 th 2018 to February 16 th 2018 inclusive
Easter	Mar 26 th 2018 to April 6 th 2018 inclusive
School Closed on	September 22 nd 2017, March 19 th & May 7 th 2018
End of School Year	June 1 st 2018
State exams	June 6 th 2018 to June 22 nd 2018
P.T.M. 5 th years	January 18 th 2018 (please bring your child's journal with you to this meeting)
P.T.M. 6 th years	October 26 th 2017 (please bring your child's journal with you to this meeting)

Attendance & Punctuality Policy:

Please note from September 2016 a new weekly timetable will be in place as set out below. All pupils are expected to be on school premises, ready for class at 8.55 am and 1.55pm. Your co-operation in implementation of our Attendance & Punctuality Policy, as with all our policies, is much appreciated. Please note that all pupils must bring a note which must be signed by to Iníon Uí Mhaoldomhnaigh before leaving the college for an appointment. This note must be presented at Deputy Principal's office before a pupil leaves the college. We would like to remind LCA students that you must **achieve 90% attendance** to collect credits for course work and key assignments. Our Attendance and Punctuality Policy extends to work experience also. Please give medical certs to Iníon Uí Mhaoldomhnaigh.

PERIODS:	MON	TUES	WED	THURS	FRI
9.00 – 9.40	1	1	1	1	1
9.40 – 10.20	2	2	2	2	2
10.20 – 11.00	3	3	3	3	3
11.00 – 11.15	BREAK	BREAK	BREAK	BREAK	BREAK
11.15 – 11.55	4	4	4	4	4
11.55 – 12.35	5	5	5	5	5
12.35 – 1.15	6	6	6	6	6
1.15 – 2.00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH

2.00 – 2.40	7	7	7	7	7
2.40 – 3.20	8	8	8	8	8
3.20 – 4.00	9	9	Finishing @ 3.20 on each of these days.		

Work Experience:

Work experience is an integral part of Leaving Cert Applied. Students will be on work experience every Friday of school term. Work placements should be organised by the students with the intention of beginning on Friday September 2nd. Work placements can be in high demand; it is advisable to begin looking for placements in August. Insurance letters will be available from the school in September.

Who to Contact:

YEAR	STAFF	YEAR	STAFF
Fifth year head	Mr. Micheál O'Sullivan	Chaplain	Ms. Deirdre Collins
Sixth year head	Mr. Con Hurley	Guidance Counsellor	Mr. Ger Murphy
L.C.A.	Ms. Sinead Ní Mhaoldomhnaigh	Principal	Ms. Anne Dunne
Tutor	Ms. Pat O Connor	Deputy Principal	Ms. A. Sheerin

We ask that when a concern arises that you as parents/ guardians would contact the appropriate person as soon as possible. To ensure that you get to meet Teachers/Tutors/ Year Head/ Deputy Principal / Principal please try to make a prior appointment.

Bullying Policy: Clonakilty Community College does not tolerate acts of a Bullying nature. Our Bullying Policy is available on www.clonakiltycc.ie

Study / Homework: From the beginning of first year each pupil is expected to establish a homework routine. We ask that all parents work with us in ensuring that their sons/ daughters attain their potential during their time with us in the College. To that end we ask that parents/ guardians **sign their child's journal weekly**, write all notes in the relevant section in the journal and bring it with them to the parent teacher meeting. Please read your child's journal re study/revision hints and how to build a mind map for revision purposes.

Annual Registration: is set out below and is to be paid **by** college return 29-8-17. All parents will be contacted through our online *Way2pay* system by text with user name and password details.

LEAVING CERT APPLIED	
Annual Registration: covers house exam papers, photocopying costs, pupil Insurance cover, IT provision, postage, School Journal € 20 and extracurricular activity bus costs, Maths book, Social Education text book.	€80
Class trip	€50
Total due 1-9-2017	€150

Should any parent be experiencing financial difficulty please contact Ms. Deirdre Collins, Chaplain.

Lockers:

Any available lockers will then be distributed on a first come first served basis. Each pupil is required to provide his/her own lock.

School uniform:

The wearing of jackets/coats/scarves/gloves in school is not allowed. Students may be requested to remove jewellery, which is considered a risk to their health & safety. The school uniform is as follows:

Boys

School Jumper

School Shirt

School Trousers

Girls

School Jumper

School Shirt

School Trousers/Skirt **with black opaque tights**

Black shoes – No Runners

No facial piercing

One Stud earring only

Black shoes – No Runners

No facial piercing

One stud earring only

School jumper, shirt, trousers and skirt (**Anne Fahy**) available only from Cash & Co., Clonakilty. We ask for all parents support in the wearing of this uniform as a sense of pride in students themselves, their school and representing their families. To this end we are asking all our girls to wear **black opaque tights** when wearing the school skirt. These will be available from the school (€5) should a student be unable to access same. Please note that the non wearing of the full school uniform is breaking the school rules for which the Code of Behaviour will be applied.

School Journal:

The school journal is a two way means of communication between home and school. We ask that all pupils have this journal on their person daily and that parents sign this journal weekly. **As the journal is part of School Rules should a pupil not produce a diary upon request it will be dealt with as part of the Code of Behaviour.** We ask that parents please bring the school journal with them to Parent teacher meetings. LCA students are required to mark their attendance for each class in their journal this will be monitored periodically.

www.clonakiltycc.ie

A comprehensive list of policies and other relevant college related material is available on our web-site. We invite you to browse regularly to keep up to date on all college activities.

Contacting Parents/Guardians:

We use a texting service to make parents/guardians aware of events in the college. This is only as effective as the information that we received upon

registration. Should your contact details change during your child's time with us we would appreciate if you would let the main office know immediately.

Accessing pupil reports/information - Vsware:

We provide an ePortal system for you to access your child's reports, attendance and timetable. This system is accessed through www.clonakiltycc.ie. One username and password per family is used sent to you via text in term one of first year. If you have any issues at all in using this system please contact Deirdre/Niamh on 023-8833877. Please note that we do not post/print annual reports unless you request us to do so.

We thank you for taking the time to read this information, celebrate the year just passed and look forward to working with you in maximising your child's potential.

Le dea-ghui,

Ms. Anne Dunne
Principal

Ms. A. Sheerin
Deputy Principal

Ms. Sinéad Ní Mhaoldomhnaigh
L.C.A. Co-ordinator



Ar scáth a cheile a mhairimid