



Clonakilty Community College

To 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 1 st , 3 rd and 6 th yrs August 30 th 2017 1 st , 2 nd , 3 rd , 5 th & 6 th yrs August 31 st 2017 – All pupils return
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

Who to Contact: We endeavour to give each class a class tutor who is the first point of contact. These tutors are timetable dependant and will be allocated to your sons/daughters in August. The relevant people in each year group are as follows:

YEAR	STAFF	YEAR	STAFF
First	Ms. Hilary Lynch	ASD Programme	Ms. Ruth Deane
Second	Ms. Joanna Dineen	Chaplain	Ms. Deirdre Collins
Third	Ms. D McCarthy Walsh	Guidance Counsellor	Mr. Ger Murphy
Transition Year	Mr. Noel Kelleher	Deputy Principal	
Fifth	Mr. Micheál O Sullivan	Principal	Ms. Anne Dunne
Sixth	Mr. Con Hurley	Leaving Cert Applied	Ms. Sinead Moloney
Mixed Class programme	Ms Patricia Sheehy	Special Educational Need Co-ordinator	Ms. Breda Coady

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.

Attendance & Punctuality Policy: Please see our weekly timetable 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 the **Year Head PRIOR** to

leaving the college for an appointment. This note must be presented at Deputy Principal's office before a pupil leaves the college. Parents are asked to collect pupils (1st to 3rd yr) when leaving early.

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.		

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 , how to build a mind map for revision purposes, promoting Numeracy and general college policy information.

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. Please go to www.clonakiltycc.ie under your relevant year group information for parent guide on *How to pay online by using our Way2Pay system.*

	1 st Yr	2 nd Yr	3 rd Yr	5 th Yr	6 th Yr
Annual Registration: covers house exam papers, photocopying costs, pupil Insurance cover, IT provision, postage, P.E. tee shirt 1 st yr, Maths competency test 1 st yr., Retreat 1 st & 2 nd yr., D.A.T.s (Aptitude test) 5 th yr., School Journal,3 rd yr & 6 th yr Pre Papers and extracurricular activity bus costs.	€80	€80	€80	€80	€80
Book rental (Optional) :	€110	€120	€80	N/A	N/A
External Pre corrections (Optional collected in Dec)			€100		€80

Lockers: All First, Second & Third year pupils will be issued with a locker should they require one on return to the college. Any available lockers will then be distributed on a first come first served basis. Each pupil is required to provide his/her own lock.

Parent Teacher Meetings 2017-2018: *please bring your child's journal with you to these meetings:*

Parents Association AGM	October 5 th 2017	7pm
P.T.M. 3rd years	October 12 th 2017	3.45-6.15pm
P.T.M. 2nd years	October 26 th 2017	3.45-6.15pm
P.T.M. 6th years	November 30 th 2017	3.45-6.15pm
P.T.M. 5th years	January 18 th 2018	3.45-6.15pm
P.T.M. 1st years	February 8 th 2018	3.45-6.15pm
P.T.M. 4th years	March 1st 2018	3.45-6.15pm
Incoming 1st years 2017-2018:		
Open Evening:	November 16 th 2017	5.30- 8pm
Enrolment evening:	November 30 th 2017	4.00 - 6pm
Assessment:	Jan 24 ^h - 26 th 2018	

We are currently awaiting agreement on a Public Service agreement. We will contact all parents via text should these dates change.

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

Black shoes – No Runners

No facial piercing
One Stud earring only

Girls

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

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.

Book- lists: These are available from our web-site www.clonakiltycc.ie Please note that a book rental scheme operates from first to third year. A list of books/work books/dictionaries etc that pupils will need to purchase themselves is under each year group information section.

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 online system for you to access your child's reports, attendance and timetable. This system is accessed through www.clonakiltycc.ie. A 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. We do not post/print annual reports unless you request us to do so. Please go to www.clonakiltycc.ie under your relevant year group information for parent guide on *How to access my child's report, attendance and options using VSware*.

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,

**Anne Dunne
Principal**