



## Clonakilty Community College

To Parents/Guardians 2018-2019: On behalf of the staff of Clonakilty Community College we invite all our students back to our college as follows:

### COLLEGE CALENDAR 2018-2019:

(Also available on [http://www.clonakiltycc.ie/events\\_calendar.php](http://www.clonakiltycc.ie/events_calendar.php) )

<b>School Re Opening</b>	August 27th 2018 –Staff Return August 28 <sup>th</sup> 2018 1 <sup>st</sup> , 3 <sup>rd</sup> and 6 <sup>th</sup> yrs August 29 <sup>th</sup> 2018 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> & 6 <sup>th</sup> yrs August 30th – All pupils return
<b>Mid Term Break</b>	October 29th 2018 to November 2nd 2018 inclusive
<b>Christmas</b>	December 24 <sup>th</sup> 2018 to January 4th 2019 inclusive
<b>Mid Term Break</b>	February 18 <sup>th</sup> 2019 to February 22 <sup>th</sup> 2019 inclusive
<b>Easter</b>	Apr 15th 2019 to April 26th 2019 inclusive
<b>School Closed on</b>	March 18 <sup>th</sup> & May 6 <sup>th</sup> 2019
<b>End of School Year</b>	May 31 <sup>st</sup> 2019
<b>State exams</b>	June 5th 2019 to June 21 <sup>st</sup> 2019

**Who to Contact:** The relevant people in each year group are as follows:

<b>YEAR</b>	<b>STAFF</b>	<b>YEAR</b>	<b>STAFF</b>
<b>First</b>	Ms. Joanna Dineen	<b>ASD Programme</b>	Ms. Ruth Deane
<b>Second</b>	Ms. Hilary Lynch	<b>Chaplain</b>	Ms. Deirdre Collins
<b>Third</b>	Ms. D McCarthy Walsh	<b>Guidance Counsellor</b>	Mr. Ger Murphy
<b>Transition Yr</b>	Mr Diarmuid O Donovan	<b>Deputy Principal</b>	Ms. Anne Sheerin
<b>Fifth</b>	Mr Noel Kelleher	<b>Principal</b>	Ms. Anne Dunne
<b>Sixth</b>	Mr Micheal O'Sullivan	<b>Leaving Cert Applied</b>	Ms. Sinead Moloney
<b>Moderate programme</b>	Ms Patricia Sheehy	<b>Special Educational Need Co-ordinator</b>	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 (1<sup>st</sup> to 3<sup>rd</sup> 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](http://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 27-8-18. All parents will be contacted through our online *Way2pay* system by text with user name and password details. Please go to [www.clonakiltycc.ie](http://www.clonakiltycc.ie) under your relevant year group information for parent guide on *How to pay online by using our Way2Pay system.*

	1 <sup>st</sup> Yr	2 <sup>nd</sup> Yr	3 <sup>rd</sup> Yr	5 <sup>th</sup> Yr	6 <sup>th</sup> Yr
<b>Annual Registration:</b> covers house exam papers, photocopying costs, pupil Insurance cover, IT provision, postage, P.E. tee shirt 1 <sup>st</sup> yr, Maths competency test 1 <sup>st</sup> yr., Retreat 1 <sup>st</sup> & 2 <sup>nd</sup> yr., D.A.T.s ( Aptitude test) 5 <sup>th</sup> yr., School Journal, 3 <sup>rd</sup> yr & 6 <sup>th</sup> 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
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**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 2018-2019: *please bring your child's journal with you to these meetings:***

<b>Parents Assoc AGM</b>	October 4 <sup>th</sup> 2018	7pm
<b>P.T.M. 3<sup>rd</sup> years</b>	November 15 <sup>th</sup> 2018	3.45-6.15pm
<b>P.T.M. 6<sup>th</sup> years</b>	November 29 <sup>th</sup> 2018	3.45-6.15pm
<b>P.T.M. 2<sup>nd</sup> years</b>	October 25 <sup>th</sup> 2018	3.45-6.15pm
<b>P.T.M. 5<sup>th</sup> years</b>	January 17 <sup>th</sup> 2019	3.45-6.15pm
<b>P.T.M. 1<sup>st</sup> years</b>	February 7 <sup>th</sup> 2019	3.45-6.15pm
<b>P.T.M. 4<sup>th</sup> years</b>	March 7 <sup>th</sup> 2019	3.45-6.15pm
<b>Incoming 1<sup>st</sup> years 2019-2020:</b>		
<b>Open Evening:</b>	November 22 <sup>nd</sup> 2018	5.30- 8pm
<b>Enrolment evening:</b>	November 29 <sup>th</sup> 2018	4.00 - 6pm
<b>Assessment:</b>	January 23 <sup>rd</sup> - 25 <sup>th</sup> 2019	

**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](http://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](http://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](http://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](http://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

**Anne Sheerin**  
Deputy Principal