



Clonakilty Community College

COLLEGE CALENDAR 2023 – 2024: (available on <http://www.clonakiltycc.ie/>)

School Re-Opening	Mon August 28 th :	Staff Return – no students
	Tue August 29 th :	1 st & 6 th Yrs attend only
	Wed August 30 th :	1 st , 3 rd , 5 th & 6 th Yrs attend only
	Thur August 31 st :	1st, 2nd, 3rd, 5th & 6th Yrs
	Fri September 1 st :	All Year Groups
Mid Term Break 1	Mon October 30 th 2023 to Fri November 3 rd 2023 inclusive	
School Closed – Staff Training Day	Mon December 4 th – school closed	
Christmas Holidays	Last day Fri December 22 nd 2023. Start back Mon January 8 th 2024	
School Closed – Staff Training Day	Mon January 22 nd – school closed	
School Closed – St Brigid’s Day	Mon February 5 th 2024	
Mid Term Break 2	February 12 th 2024 to February 16 th 2024 inclusive	
School Closed – St Patrick’s Day	Mon March 18 th 2024	
Easter Holidays	March 25 th 2024 to April 5 th 2024 inclusive	
School Closed – May Day Bank Holiday	Mon May 6 th 2024	
End of School Year	Fri May 31 st 2024	
Junior Cert and Leaving Cert Exams Start	Wed June 5 th 2024	

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

YEAR	STAFF	YEAR	STAFF
First	Ms. Hilary Lynch hlynch@clonakiltycc.ie	ASD Class Teacher	Ms. Ruth Deane rdeane@clonakiltycc.ie
Second	Ms. D McCarthy Walsh dmccarthywalsh@clonakiltycc.ie	Chaplain	Ms. Deirdre Collins dcollins@clonakiltycc.ie
Third	Ms. Joanna Dineen jdineen@clonakiltycc.ie	Guidance Counsellor	Mr. Ger Murphy gmurphy@clonakiltycc.ie
Transition Year	Mr. Diarmuid O’ Donovan dodonovan@clonakiltycc.ie	Deputy Principal	Ms. Anne Sheerin office@clonakiltycc.ie
Fifth	Mr. Con Hurley churley@clonakiltycc.ie	Principal	Tommy Brown office@clonakiltycc.ie
Sixth	Mr. Micheal O Sullivan mosullivan2@clonakiltycc.ie	Leaving Cert Applied Coordinator	TBC office@clonakiltcc.ie
Moderate Class programme	Mr. Kevin O Donovan kodonovan@clonakiltycc.ie	Special Educational Need Coordinator	Ms. Pat O Connor poconnor@clonakiltycc.ie

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. Alternatively feel free to email using the above addresses.

As a college, we wish to empower our pupils to become independent & confident young adults enabling them to reach their full potential



Students will have a designated “Tutor” this year who will liaise with you also before deciding if the issue needs to be escalated to the Year Head.

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 of 1st / 2nd / 3rd Yr. students **sign their child’s journal weekly**. Please 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. Our **Homework & Study Policy** will be available on www.clonakiltycc.ie in September which can help students and parents/guardians in this area.

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

Online Platform TEAMS: we use an online teaching platform called Microsoft 365 – TEAMS. We issue each pupil with an @clonakiltycc.ie email on registration to access this account. We advise pupils to download the TEAMS app on PC/Laptop/Device/Phone for ease of use. Guidance will be provided for all pupils, and parents on use of this platform.

Attendance & Punctuality Policy: Please see our weekly timetable below. School starts at 9am but all pupils are expected to be on school premises, ready for class at 8.55am. Classes start again in the afternoon at 1.55pm but all students are expected to be on school premises, ready for class at 1.50pm. 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 **Tutor/Year Head/Deputy Principal/Principal** **BEFORE** leaving the college for an appointment. This note is presented to the Deputy Principal or the admin person on front desk **before** a pupil leaves CCC. Parents are asked to collect pupils (1st to 3rd Year) when leaving early.

Note: If a student has not shown up to school by 10am and we have not received a phone call/email we will send a text to the parent/guardian to alert them to this situation. Due to Health and Safety of students we send this text message out. Similar will be sent in the afternoon if a student has not returned after lunch.



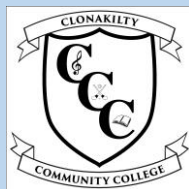
School times for 2023/24 are below:

Timetable 1st / 2nd / 6th Years	
PERIODS:	MON
9.00 – 9.40	1
9.40 – 10.20	2
10.20 – 10.35	Break
10.35 – 11.15	3
11.15 – 11.55	4
11.55 – 12.35	5
12.35 – 1.15	6
1.15 – 1.55	Lunch
1.55 – 2.35	7
2.35 – 3.15	8
3.15 – 3.55	9 Mon / Tue only
Note: School finishes at 3.15 Wed / Thu / Fri	

Timetable 3rd / 4th / 5th Years	
PERIODS:	MON
9.00 – 9.40	1
9.40 – 10.20	2
10.20 – 11.00	3
11.00 – 11.15	Break
11.15 – 11.55	4
11.55 – 12.35	5
12.35 – 1.15	6
1.15 – 1.55	Lunch
1.55 – 2.35	7
2.35 – 3.15	8
3.15 – 3.55	9 Mon/Tues Only
Note: School finishes at 3.15 Wed / Thu / Fri	

Lockers: All First, Second & Third year pupils are given a locker, should they require one, in September. All available lockers will be distributed to students in the remaining year groups with those of highest need being accommodated first. Unfortunately, we do not have enough space for each student to have a locker. This is purely a physical constraint that is currently not possible to overcome.

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Annual Registration: is set out below and is to be paid **by** college return 29-8-23. 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, Locker rental, IT provision, VSWare cost, Maths competency test 1 st Yr, Retreat 1 st & 2 nd Yr., D.A.T.s (Aptitude test) 5 th Yr., School Journal for all, 3 rd Yr. & 6 th Yr. Pre-Exam Papers and some extracurricular activity bus costs. (payment by end August)	€90	€90	€90	€90	€90
Book rental (payment by end of July):	€110	€120	€80	N/A	N/A
Pre-exam corrections (Collected in Dec)					€120

Book Rental Scheme: Please note that a book rental scheme operates from first to third year. This is a way of spreading out the payments across the 3 years instead of purchasing all books outright at an extremely high cost. Book rental money is due **by end of July.**

Booklists: These are available from our web-site www.clonakiltycc.ie A list of books/work books/dictionaries etc. that pupils will need to purchase themselves is under each year group information section.

Parent Teacher Meetings 2023-2024:

Parents Assoc AGM	Early September Date/ Time TBC	
P.T.M. 3rd years	Thursday November 9 th , 2023	3.45-6.15pm
P.T.M. 6th years	Thursday November 16 th , 2023	3.45-6.15pm
P.T.M. 2nd years	Thursday January 25 th , 2024	3.45-6.15pm
P.T.M. 5th years	Thursday February 29 th , 2024	3.45-6.15pm
P.T.M. 1st years & Information talk re subject options	Thursday December 14 th 2023	3.45-6.15pm
P.T.M. 4th years & Information talk re subject options	Thursday April 11 th , 2024	3.45-6.15pm

**School uniform:**

- Navy trousers/skirt.
- Striped College shirt (Anne Fahy – available at Cash & Co Clonakilty).
- All Black or all navy footwear.
- School Jumper (available at Cash & Co Clonakilty)
- Students can wear their own coats/jackets/hoodies to and from school but must remove them while in the building.
- School Tracksuit from McKeever Sports – available online from mid-June 2023 – information to follow separately regarding online shop.
 - Pants
 - ½ Zip
 - Tee-shirt
- Tracksuit is compulsory for 1st Years – all other years are encouraged to buy it
- Students will be asked to remove jewellery that we consider a safety risk to themselves or others.
 - Students are expected to present in full uniform and take pride in their neat appearance.
 - Full uniform is also worn by students taking State Exams.
 - Full uniform is also worn by students while on school trips – unless otherwise instructed by the teacher in charge of the trip. Organising teacher may instruct students to wear school tracksuit instead of uniform where applicable.

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.

Key information online: www.clonakiltycc.ie

A comprehensive list of policies and other relevant college related material is available on our website. We invite you to browse regularly to keep up to date on all college activities. Our online calendar on the website shows the key dates that you should be aware of.

We also invite you to follow us on our Instagram feed **#clonakiltycc** and Twitter **@clonakiltycoll** for updates on pupil participation in college activities

Contacting Parents/Guardians: We use a texting service to make parents/guardians aware of events in the college. 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 which you can access through www.clonakiltycc.ie. A username and password per family will be sent to you via text. If you have any issues at all in using this system, please contact us on 023-8833877 office@clonakiltycc.ie.

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There is also a “Behaviour Tab” on VSWare which allows you to keep up-to-date with any comments teachers have written regarding your child. These comments can be positive or negative and should be discussed at home when they appear.

Due to our commitment to reducing our use of paper for environmental and monetary reasons we do not post/print reports – only in exceptional circumstances. 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.

Many Thanks,

Tommy Brown
Principal

Anne Sheerin
Deputy Principal