



Clonakilty Community College

COLLEGE CALENDAR 2024 – 2025: (available on <http://www.clonakiltycc.ie/>)

School Re-Opening	Mon August 26 th :	Staff Return – no students
	Tue August 27 th :	1 st & 6 th Yrs attend only
	Wed August 28 th :	1 st , 3 rd , 5 th & 6 th Yrs attend only
	Thur August 29 th :	1st, 2nd, 3rd, 5th & 6th Yrs
	Fri Aug 30 th :	All Year Groups
Mid Term Break 1	Mon October 28 th 2024 to Fri November 1 st 2024 inclusive	
Christmas Holidays	Last day Fri December 20 th 2024. Start back Mon January 6 th 2025	
School Closed – Staff Training Day	Thurs January 9 th – school closed for staff training	
School Closed – Staff Training Day	Thurs January 23 rd – school closed for staff training	
School Closed – St Brigid’s Day	Mon February 3 rd 2025	
Mid Term Break 2	Mon February 17 th 2025 to Fri February 21 st 2025 inclusive	
School Closed – St Patrick’s Day	Mon March 17 th 2025	
Easter Holidays	Mon April 14 th 2025 to Fri April 25 th 2025 inclusive	
School Closed – May Day Bank Holiday	Mon May 5 th 2025	
End of School Year	Fri May 30 th 2025	
Junior Cert and Leaving Cert Exams Start	Wed June 4 th 2025	

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

YEAR	STAFF	YEAR	STAFF
First	Ms. Joanna Dineen jdineen@clonakiltycc.ie	ASD Class Teacher	Ms. Ruth Deane rdeane@clonakiltycc.ie
Second	Mr. Micheal O Sullivan mosullivan2@clonakiltycc.ie	Chaplain	Ms. Deirdre Collins dcollins@clonakiltycc.ie
Third	Ms. D McCarthy Walsh dmccarthywalsh@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. Ger Murphy gmurphy@clonakiltycc.ie	Principal	Tommy Brown office@clonakiltycc.ie
Sixth	Ms. Mary Lowery mlowery@clonakiltycc.ie	Leaving Cert Applied Coordinator	Mr. Con Hurley churley@clonakiltycc.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 2nd and 3rd Yr students **sign their child’s journal weekly**. (Note: 1st Year students will not have a physical journal as they are a device class).

Please read your child’s journal and the school website 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. Alternatively the parent/guardian can contact the Year Head or office through the email addresses listed on the previous page. 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.

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School times for 2024/25 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 29-8-24. 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., some extracurricular activity bus costs.	€40	€90	€90	€90	€90
Possible Pre-exam corrections (Collected in Dec)					€120

NOTE: There is no book rental fee for Junior Cycle students anymore. The Government have brought in the free book scheme so the cost of books at Junior Cycle is covered.

Booklists (primarily for attention of 5th and 6th Year students): 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 2024-2025:

Parents Assoc AGM	Early September Date/ Time TBC	
P.T.M. 3rd years	Thursday November 7 th , 2024	3.45-6.15pm
P.T.M. 6th years	Thursday November 14 th , 2024	3.45-6.15pm
P.T.M. 1st years	Thursday December 12 th 2024	3.45-6.15pm
P.T.M. 2nd years	Thursday January 16 th , 2025	3.45-6.15pm
P.T.M. 5th years	Thursday February 13 th , 2025	3.45-6.15pm
P.T.M. 4th years	Thursday March 27 th , 2025	3.45-6.15pm

Subject Option Talks:

New 1st Year Options Talk	Thurs October 3 rd 2024	5pm-6pm
Subject Options Talk for TYs going into 5th Year	Thurs April 3 rd 2025	5pm-6pm

School uniform:

- Navy trousers/skirt.
- Striped College shirt (Anne Fahy – available at Cash & Co Clonakilty).
- All Black or all navy footwear.

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- 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 – check the school website for portal ordering link – essential uniform is as follows and can be bought as a “pack” on the website:
 - Pants
 - ½ Zip Top
 - Tee-shirt
- Tracksuit is compulsory for 1st Years and 2nd Years – all other years are encouraged to buy it but it is not mandatory. As we introduced the tracksuit in 2023 we are, year by year, making it mandatory for all students.
- 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.

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.

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.

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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 VShare.***

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