



# Holy Family Community School

Pobalscoil an Teaghlaigh Naofa

Principal: Brenda Kelly

Deputy Principals: Ingrid Fallon, Christy Morrin, Denise O' Keeffe

Kilteel Road, Rathcoole, Co. Dublin.

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17<sup>th</sup> June 2020

## To Parents/Guardians of Second Year students

Dear Parents/Guardians,

The whole school community welcomes your son/daughter back to school and looks forward to working with you over the coming years.

Your son/daughter starts school on Tuesday, 1<sup>st</sup> September, 2020 at 8.45am. Your son/daughter will not need textbooks on this day. They should have their iPad with them and it should be fully charged.

### Code of Behaviour & Discipline and Dialann:

Parents, as partners with teachers and the Board of Management, must accept the Code of Behaviour and Discipline as a precondition to their son's/daughter's enrolment in the school. All students **must** have a Dialann (school journal). A copy of the Code of Behaviour and Discipline is included in the 2020/21 student's Dialann and parents and students must sign the declaration of agreement in the Dialann.

### Timetable:

The Second Year timetable will be available on the school's website [www.hfcs.ie](http://www.hfcs.ie).

### Supervised Study:

The school will offer Supervised Study to Third Year and senior students from 4.00 – 6.00 p.m. Monday, Tuesday, Thursday and Friday each week. This will start on Monday, 7<sup>th</sup> September. Second Year students may avail of supervised study if places are available.

### Booklist:

Your son/daughter will receive his/her eBooks and physical books from Wriggle Learning. The school bookshop stocks all the stationery and equipment required by students. All students are advised to purchase their stationery and equipment through the school bookshop. The school bookshop will be open from **9.15 a.m. to 1.00 p.m.** each day **from Thursday, 13<sup>th</sup> August to Friday, 21<sup>st</sup> August**. Parents who availed of the pre-order facility before 3<sup>rd</sup> July, 2020 can collect their order on any of the above dates.

### Stationery, photocopying, postage & ICT:

All students must pay **€50** towards stationery, photocopying, postage and ICT costs. This fee can be paid in the bookshop **or** by using the Easy Payments Plus system – see enclosed information sheet. This will be receipted separately.

**Lockers:**

The annual rental fee is **€25**. This payment can be made online using the Easy Payments Plus option on the school website or by cash.

**School uniform:**

The school uniform should be purchased from the official school supplier, Schoolwear House, Unit D7, Ballymount Cross Industrial Estate, Ballymount, Dublin 24. Tel: 014604371; Email: [info@schoolwearhouse.ie](mailto:info@schoolwearhouse.ie) Please see the enclosed sheet for further information re. uniforms.

All students must wear their school uniform in school or when representing the school. Students who fail to wear their uniform will be sanctioned. The school uniform is as follows:

**Boys**

Grey shirt (3)  
Wine school tie (Junior)  
Black school tie (Senior)  
Wine jumper with crest (Junior)  
Black jumper with crest (Senior)  
**Mid-grey** trousers (2)  
(terylene or trevira)  
Plain black shoes (no markings)

**Girls**

White shirt with reverse collar (3)  
Wine jumper with crest (Junior)  
Black jumper with crest (Senior)  
**Mid-grey** trousers (terylene or trevira) or official school skirt (2)  
Black or grey socks with trousers  
Knee high black or grey socks/tights with official school skirt  
Plain black shoes (no markings)

**Jackets:**

All students must wear a plain black school jacket and/or optional school fleece jacket. Hoodies or other fleece jackets will not be accepted.

**Sew-on crests:**

Sew-on crests can be ordered from the school. Please note that the garment to be used must be of the same standard and quality as the official school uniform.

**P.E. uniform:**

All students must have the following: sports shorts, sports socks, tracksuit, fully tied white soled or non-marking runners, school tee shirt. The official school P.E. uniform is available from the school uniform supplier above. Students must change into their school uniform after P.E. class.

**Jewellery:**

Students may wear a pair of small earrings on the earlobes. **All other jewellery is forbidden.**

**Taking holidays during term:**

The school asks parents not to take students out of school to go on holidays during the school term. This practice is unfair to your son/daughter, fellow students and teachers. Students absent for 20 or more days must be reported to the Educational Welfare Officer, TUSLA.

**School calendar/notice of meetings:**

Please find enclosed a School Calendar and Notice of Meetings for the Academic Year 2020/21. Please retain this calendar for reference during the year. The online version of this calendar is available to view on the school website. We ask parents/guardians to regularly check the online calendar for updates throughout the school year.



### **School Policies**

School policies may be found on the school website at <http://www.hfcs.ie/our-policies-and-useful-information/>. Parents/guardians and students are expected to read these policies and students must abide by **all** school policies.

### **Lunch break:**

First, Second and Third Year students **must remain on the school grounds** during lunch-break. First, Second and Third Year students who live in Rathcoole may go **home** for their lunch if they have a lunch pass. Lunch passes will only be issued by Year Heads to students who have the written permission of their parents/guardians as recorded in their Dialann. Sanctions will be imposed on students who break this rule.

Senior students are permitted to go to the village at lunch-time. This privilege is subject to their good behaviour in the village and punctual return after lunch. Good behaviour includes leaving the village litter free.

### **Personal accident insurance scheme:**

Enclosed is the application form for the Pupil Personal Accident Insurance Scheme. **All students must take out this insurance** which gives 24-hour cover, 365 days a year (including school holidays). The cover includes school activities, social, domestic and leisure activities inside and outside of school hours. The schedule of benefits is listed on the application form. The cost of joining the scheme for the 2020/21 school year is **€10**. Please note that there is a strict deadline, set by the insurance company by which this fee must be paid. This fee can be paid online using Easy Payments Plus on the school's website ([www.hfcs.ie](http://www.hfcs.ie)) or by cash on the following days:

First Years: Friday 28<sup>th</sup> August

Fifth Years: Monday, 31<sup>st</sup> August

All Years: Tuesday, 1<sup>st</sup> September – Friday 4<sup>th</sup> September.

The insurance fee of €10 must be paid directly to the school.

### **Voluntary Contribution:**

Please find enclosed a Voluntary Contribution form. Parents are asked to contribute **€75** for 1 child, **€100** for 2 children and **€125** for 3 children. The Voluntary Contribution form lists the various options for making this payment. The Easypayments Plus facility is the preferred payment option at this time. However, completed forms will be gratefully accepted with your contribution. Money contributed by parents is used to supplement areas not adequately funded by the Department of Education and Skills. In the past the Voluntary Contribution helped provide a fully equipped computer room, an additional science laboratory and over 500 lockers.

Yours sincerely,



Brenda Kelly  
Principal



	August	September	October	November	December
Mon	3				
Tue	4	1 All Classes Resume			1 Christmas Exams
Wed	5	2			2
Thu	6	3	1		3
Fri	7	4	2		4
Sat	8	5	3		5
Sun	9	6	4	1	6
Mon	10	7	5	2	7 Literacy Week 7th - 11th Dec.
Tues	11	8 2nd Year Information Meeting 7.00pm	6	3	8
Wed	12	9	7	4	9
Thu	13	10 TV & LCA1 Information Meeting 7.00pm	8	5 3rd Yr PT Meeting 4.15pm-6.45pm	10
Fri	14	11	9	6	11
Sat	15	12	10	7	12
Sun	16	13	11	8	13
Mon	17	14 6th Year Information Meeting 7.00pm	12 Maths Week 12th-16th October	9	14
Tue	18	15	13 Parents' Association AGM 7.00pm	10	15
Wed	19	16	14	11	16
Thu	20	17 3rd Year Information Meeting 7.00pm	15	12 6th Yr & LCA2 PT Meeting 4.15pm-6.45pm	17
Fri	21	18	16	13	18
Sat	22	19	17	14	19
Sun	23	20	18	15	20
Mon	24	21 1st Year Information Meeting 7.00pm	19	16 TV & 3rd Year Senior Cycle Info Meeting 7.00pm	21
Tue	25	22	20 2nd Yr PT Meeting 4.15pm-6.45pm	17	22 Last Day of Term
Wed	26 Staff Induction Day	23	21	18	23 Christmas 23rd Dec - 5th Jan
Thu	27 Staff Development Day	24 5th Year Information Meeting 7.00pm	22	19	24
Fri	28 1st Year 9.00am - 12.30pm	25 School Closed	23	20	25
Sat	29	26	24	21	26
Sun	30	27	25	22	27
Mon	31 5th Year 9.00am - 12.30pm	28	26 School Closed Public Holiday	23 Christmas Exams	28
Tue		29	27 Mid-Term 27th - 30th Oct	24	29
Wed		30	28	25	30
Thu			29	26	31
Fri			30	27	
Sat			31	28	
Sun				29	
Mon				30 Christmas Exams	



January		February		March		April		May		June	
				1	Wellbeing Week						
				2						1	
				3						2	
				4		1				3	
Fri	1			5		2				4	Last Day of Academic Year
Sat	2			6		3		1		5	
Sun	3			7		4		2		6	
Mon	4		1	8	Seachtain na Gaeilge 8th-15th March	5		3	School Closed - Public Holiday	7	Public Holiday
Tue	5		2	9		6		4		8	
Wed	6	Classes Resume	3	10		7		5		9	State Examinations Begin
Thu	7		4	11		8		6		10	
Fri	8		5	12		9		7		11	
Sat	9		6	13		10		8		12	
Sun	10		7	14		11		9		13	
Mon	11	6th Year CAO Meeting 4.00pm	8	15	Seachtain na Gaeilge	12	School Reopens	10		14	
Tue	12	1st Yr PT Meeting 4.15pm-6.45pm	9	16		13		11		15	
Wed	13		10	17	School Closed - Public Holiday	14		12		16	
Thu	14		11	18		15		13		17	
Fri	15	JCT Staff CPD - No Classes	12	19		16		14		18	
Sat	16		13	20		17		15		19	
Sun	17		14	21		18		16		20	
Mon	18		15	22		19		17		21	
Tue	19	5th Yr, TY/LCA1 PT meeting 4.15pm-6.45pm	16	23		20		18		22	
Wed	20		17	24		21		19		23	
Thu	21		18	25		22		20		24	
Fri	22		19	26	Last Day of Term	23		21		25	
Sat	23		20	27		24		22		26	
Sun	24		21	28		25		23		27	
Mon	25		22	29	Easter Holidays 29th Mar - 9th April	26		24		28	
Tue	26		23	30		27		25		29	State Examinations End
Wed	27		24	31		28		26		30	
Thu	28		25			29		27			
Fri	29		26			30	School Closed	28	LC Graduation		
Sat	30		27					29			
Sun	31		28					30			
Mon						31					



# Easy Payments Plus

## Online School Payment Facility

We have introduced a facility to allow you to pay school expenses securely online with your debit or credit card.



**\*\*\*We would encourage ALL parents to avail of this facility\*\*\***

### **ACTIVATION – PLEASE ACTIVATE YOUR ACCOUNTS AS PROMPTLY AS POSSIBLE:**

- Click on the Easy Payments Plus button on the **school's website, ([www.hfcs.ie](http://www.hfcs.ie))**.
- Select **Activate Account** on the menu at the top of the screen.
- You are asked for your mobile phone number and surname.
- You will then receive an activation code via text message to your phone.
- Input this code together with your email address and a password to activate your account.
- You can then use this email address and password to login and make payments.

### **PAYMENT**

- Go to the school's website and select the Easy Payments Plus button.
- Login using the email address and password you input during account activation.
- Follow the instructions to select the item(s) to pay and enter your card details.
- You will receive a receipt via email for every payment you make.
- From then on you can login to your account at any time and look at payments you have made and any instalments you have setup.

### **SECURITY**

- All payments are processed using SSL (Secure Socket Layer) technology, which ensures the security of the transaction as it is being processed.
- All payments are processed by a PCI (Payment Card Industry) compliant payment processor, which ensures all card holder's data is managed securely.

If you have any questions please do not hesitate to contact the school.



## Pupil Personal Accident Insurance 2020/2021

Every year many children require hospital treatment following an accident and the consequences can be very serious, often leading to permanent disability. Our Pupil Protector Personal Accident Plan is designed to provide financial support for parents to meet some of the medical, dental and other bills that arise when serious accidents happen. Our plan provides a wide range of insurance benefits, some of which are not available on similar schemes with competitors. We also include a number of non insurance features such as access to our unique Medical Second Opinion Service and our highly qualified Medical & Rehabilitation staff for post accident advice and guidance on the best recovery path for pupils. If you wish to enrol your child in the Group policy organised by the school all you need to do is complete the form below and return it to the school by 31<sup>st</sup> October 2020.

The following is a summary of the benefits payable should any insured pupil sustain accidental bodily injury resulting in medical expenses, disablement or death.

• Paralysis from the neck down	€200,000
• Brain damage	€200,000
• Permanent total disability	€150,000
• Loss of sight in both eyes	€150,000
• Loss of both hands or both feet	€150,000
• Loss of sight in one eye	€100,000
• Loss of one hand or one foot	€100,000
• Loss of hearing:	
both ears	€100,000
one ear	€40,000
• Loss of speech	€40,000
• Death by accident	€25,000
• Full thickness burns.... up to	€20,000
• Facial Scarring.... up to	€2,000
• Hospitalisation €20 for each 24 hours.... up to	€1,800
• Medical & Dental expenses not recoverable from any other source.... up to	€40,000

**INSURED PERSONS**  
All pupils of the school for whom premium has been paid.

Lower Age Limit – 3 years. Upper Age Limit – 22 years.

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While the insured person is participating in school related activities authorised by the school, including direct travel to and from such activities

24 Hours a day.

As shown on the Policy Schedule.

**WHAT IS NOT COVERED**  
We will not cover bodily injury to an insured person due to or caused by:

- (a) A direct consequence of war.
- (b) Flying unless as a fare-paying passenger.
- (c) Committing or attempting to commit suicide or a crime.
- (d) Resulting in a diagnosis of fibromyalgia, myalgic encephalomyelitis, chronic fatigue syndrome, post-traumatic stress disorder or any mental or nervous disorder.
- (e) Resulting from a gradually operating cause.
- (f) Taking a drug or drugs other than according to the manufacturer's instructions or as prescribed by a doctor.
- (g) Taking a drug or drugs to treat drug addiction or under the influence of alcohol or solvents.
- (h) In respect of medical expenses or hospital confinement arising from any physical or mental condition, or disability of a recurring or chronic nature, from which the insured person suffered or was known to suffer before the period of insurance. This exclusion shall not apply where insurance has been effected on a compulsory basis for all students or staff of a school.
- (i) Occasioned during the course of employment of any kind other than an authorised school work experience programme or, in respect of staff, other than work on behalf of the school.

**This summary is a guide to policy covers and exclusions. The policy document is issued to the school and contains all terms, conditions and exclusions applicable to this insurance.**

This insurance is underwritten by **AIG Europe Limited**, Registered in England and Wales. Company number: 01486260. Registered office: The AIG Building, 58 Fenchurch Street, London EC3M 4AB, United Kingdom.

AIG Europe Limited, Ireland Branch has its registered branch office at 30 North Wall Quay, IFSC, Dublin 1, Ireland. Branch registration number 906664. Tel: +353 1 208 1400

AIG Europe Limited is authorised by the Prudential Regulation Authority of the United Kingdom, and is regulated by the Central Bank of Ireland for conduct of business rules.

# APPLICATION FORM FOR SCHOOL GROUP POLICY

24Hr Basis – Cost €10.00

Name of Pupil (in full) |

School class/year |

Name of school H O L Y F A M I L Y C O M M U N I T Y S C H O O L

Signature of parent/guardian \_\_\_\_\_ Date | | | | |

*Please make payment directly to the School*



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## VOLUNTARY CONTRIBUTION

### Student Details

Please complete in Block Capitals

Forename	Surname	Class	Year

### Suggested Scale of Payments

Number of Children	Once Off Annual Payment	Over 6 months	Over 10 months
1 child	€75.00	€12.50	€7.50
2 children	€100.00	€16.67	€10.00
3 children	€125.00	€20.83	€12.50

### For Receipt Purposes

Please complete in Block Capitals

Parent/Guardian	
Address	
Email	
Phone	
Contribution Amount	€

### Payment Methods

Please place "X" in relevant box

Cheque/Cash      Directly to the Holy Family Community School

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Bank Transfer      IBAN IE 97 BOFI 9012 9849 5463 70  
BIC BOFIE2D (Bank of Ireland Rathcoole)

☐

Easypayments Plus      Log on to [www.hfcs.ie](http://www.hfcs.ie) – click on Easypayments link  
& follow instructions to set up an account.  
Easypayments Plus can be used to pay either by  
instalment or in full.

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## iPad

Holy Family Community School celebrates an exciting new chapter in further enhancing the teaching and learning environment in the school and acknowledges the continued support of parents as we develop Digital Learning. The development of Digital Learning is a key feature in the school's Strategic Plan 2017 - 2021 and the school's Digital Learning Plan, copies of which are available in the news section of our school website, [www.hfcs.ie](http://www.hfcs.ie). Holy Family Community School believes that the meaningful introduction of digital technology into teaching and learning supports a more interactive teaching and learning experience and will bring significant benefits to our students. It will greatly assist students completing Classroom Based Assessments (CBAs) and creating digital portfolios for the new Junior Cycle Programme.

Educational Apps, iPads and eBooks will not be the sole teaching and learning resource for every class but will be used with text books as required. Text books may be used at home in conjunction with the iPad.

All students will be issued with a Microsoft Office 365 account while they are a student of the school. This account will allow students to download up to five copies of Microsoft Office 2016 to any computer or device and will provide 100GB of Cloud storage for files. Students should save their work to the Cloud using their Microsoft OneDrive account from their iPad. All students will be issued with a school email address which should be used by the student for all school related communications and activities.

It is important to note that ownership and use of these valuable educational resources come with responsibilities. Students are at all times bound by the school's Internet Acceptable Use Policy (AUP) and the school's Code of Behaviour and Discipline. Copies of these policies are available on the school's website, [www.hfcs.ie](http://www.hfcs.ie)

### **Students must:**

- Use their iPad exclusively for Holy Family Community School educational use.
- Handle their iPad with care and transport it within the appropriate case at all times.
- Have their iPad in school every day, **fully charged**. Charging in school is prohibited.
- Only use media, screen-savers and background photos that are deemed appropriate by the school.
- Mute the iPad at all times unless permission is obtained from the teacher.
- Ensure that the software apps originally installed by Wriggle Learning / Holy Family Community School remain on the iPad in a usable condition and are easily accessible at all times.
- Make sure that their iPads are secure at all times and locked away when they are not being used during class/learning time.
- Have adequate iPad insurance.



### **Students must not:**

- Disable, bypass or attempt to disable or bypass any system monitoring, filtering software or other security measures.
- Use the iPad for illegal activities, including copyright or contract violations, downloading inappropriate content including viruses, file sharing software, hacking programs or any other form of inappropriate content
- Leave their iPads unsupervised at any time.
- Share their iPad password or account information with anyone else.
- Use their iPads during lunch and break time hours.
- Print documents on school printers unless prior permission has been given by their teacher.
- Download extra software/apps on their iPads unless authorised to do so by their teacher.
- Connect ear/headphones to iPads unless instructed.
- Waste or abuse resources through excessive use of bandwidth or unauthorized system use, such as online gaming or downloading media files.

### **Taking Care of the iPad:**

- Use only a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be connected and disconnected carefully to prevent damage to the iPad.
- Do not lean on or place anything near the iPad that could damage the device.
- Do not "bump" the iPad / digital device against lockers, walls, car doors, floors etc. as it will eventually break the screen.
- Always keep your iPad in its protective case.

### **Final Instruction:**

- Enjoy your iPad!

