



# 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 Sixth Year LCA2 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. Their **timetable** will be available on [www.hfcs.ie](http://www.hfcs.ie) and they should bring in the necessary books for that day.

### Code of Behaviour and Discipline:

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 LCA2 Timetable will be available on the school's website [www.hfcs.ie](http://www.hfcs.ie). Students must bring in the appropriate books on **Tuesday, 1<sup>st</sup> September**.

### Work Experience:

Work experience is a requirement of the Leaving Certificate Applied Programme. Sixth Year Leaving Certificate Applied Students will have work experience every **Friday**. Students will seek work experience under the direction of the Guidance Department.

### Booklist:

Your son/daughter's booklist is available on [www.hfcs.ie](http://www.hfcs.ie). 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)

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 to students who have the written permission of their parents 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 Mock Exams 1st - 12th Feb	8 Seachtain na Gaeilge 8th-15th March	5	3 School Closed - Public Holiday	7 Public Holiday
Tue	5	2 TY Work Experience 1st-12th Feb	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 Mid-Term 15th - 19th Feb	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)**.
- 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

AIG Europe SA Limited is pleased to relaunch Pupil Protector, a new and innovative Personal Accident Plan designed to provide financial support and assistance in the event of an accident to a child.

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.

### COVER

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

### SUMMARY OF BENEFITS

• 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.

### AGE LIMITS

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

### OPERATIVE TIME (in accordance with the option selected)

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

OR

24 Hours a day.

### PERIOD OF INSURANCE

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 direct consequence of war.
- Flying unless as a fare-paying passenger.
- Committing or attempting to commit suicide or a crime.
- Resulting in a diagnosis of fibromyalgia, myalgic encephalomyelitis, chronic fatigue syndrome, post-traumatic stress disorder or any mental or nervous disorder.
- Resulting from a gradually operating cause.
- Taking a drug or drugs other than according to the manufacturer's instructions or as prescribed by a doctor.
- Taking a drug or drugs to treat drug addiction or under the influence of alcohol or solvents.
- 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.
- 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 **HOLY FAMILY COMMUNITY SCHOOL**

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

*Please make payment directly to the School*



# Holy Family Community School

Pobalscoil an Teaghlaigh Naofa

Kilteel Road, Rathcoole, Co. Dublin.

Principal: Brenda Kelly

Tel: 01 4580766 / 01 4580031 Fax: 01 4580153

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

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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	<input type="checkbox"/>
Bank Transfer	IBAN IE 97 BOFI 9012 9849 5463 70 BIC BOFIE2D (Bank of Ireland Rathcoole)	<input type="checkbox"/>
Easypayments Plus	Log on to <a href="http://www.hfcs.ie">www.hfcs.ie</a> – click on Easypayments link & follow instructions to set up an account. Easypayments Plus can be used to pay either by instalment or in full.	<input type="checkbox"/>