7th June 2022

**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 30th August 11.00am-12.20pm.** Full details of reopening dates for all year groups can be accessed here: https://www.hfcs.ie/wp-content/uploads/2020/08/reopening-dates-2022-23-FINAL-MAY-2022.pdf Your son/daughter should be fully prepared for class. They should have their iPad with them, and it should be fully charged.

**Timetable:**
A copy of the Second Year timetable will be accessible on VSware in August and a physical copy will be given to the students on their return to school.

**Code of Behaviour & Discipline and Dialann:**
Parents/Guardians, 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 available on the school website and parents and students must sign the declaration of agreement in the Dialann.

**Supervised Study:**
The school will offer Supervised Study from 4.00 – 6.00 p.m. Monday, Tuesday, Thursday, and Friday each week. This will start in September and students will be informed.

**Booklist:**
A small number of books are required for second year. Books can be purchased from any book store or online from Bookhaven. 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 by ordering online at:
https://forms.office.com/pages/responsepage.aspx?id=r0g3pGCdaka3_emxiuRhGRmHvfxP TDlFsbJHor89-lpURUZBTFZaMkxGTlNDSkUzT1BTTzVMOFpUNC4u

The school bookshop will be open from **9.15 a.m. to 1.00 p.m.** each day **from Wednesday 17th August to Tuesday 23rd August.** Parents who availed of the pre-order facility before 17th June 2022 can collect their order on any of the above dates.

**Book Grant:**
**Application for grant towards cost of School Books** can be accessed by completing this form https://www.hfcs.ie/wp-content/uploads/2020/08/Book-Grant-22-23.doc

**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.

**School uniform:**
The school uniform should be purchased from the official school supplier, https://schoolwearhouse.ie/ Unit D7, Ballymount Cross Industrial Estate, Ballymount, Dublin 24. Tel: 014604371; Email info@schoolwearhouse.ie **Please see the photos at the end of this information notice for a list of uniform necessities and photographs of uniform and PE uniform.**

All students must wear their school uniform in school or when representing the school. Students who fail to wear their uniform will be sanctioned. We take great pride in our school uniform. **Students are permitted to wear trainers/runners, but they MUST BE PLAIN BLACK with no coloured sole or markings.**

**P.E. uniform:**
The PE uniform is available from the official school uniform supplier:
www.schoolwearhouse.ie
The PE uniform should be worn all day on the assigned PE class day. The PE uniform cannot be worn instead of the official uniform on other days. Only the full official PE uniform is acceptable. **Other tracksuits/leggings/hoodies or shorts are NOT school uniform and should never be worn.**

**Jackets:**
All students must wear a plain black jacket. Hoodies or jackets of any other colour are not acceptable.

**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.

**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 click this link to access the School Calendar and Notice of Meetings for the Academic Year 2022/23. https://www.hfcs.ie/wp-content/uploads/2020/08/Calendar-for-Parents-2022.2023-May-2022-PDF.pdf We ask parents/guardians to regularly check the online calendar for updates throughout the school year.

**VSware:**
VSware is the management and communication system used by the school. Parents/guardians can look at their child's timetable, attendance, exam results and behaviour record on VSware.  It is also the system used to communicate messages to parents/guardians.  In order to receive messages, please ensure that you download the VSware app on your mobile device and allow notifications. Instructions on how to download the VSware app can be found here: https://support.vsware.ie/en/parent-app-overview


**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 lunchbreak. 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.

**Personal accident insurance scheme:**
**All students must avail of 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 cost of joining the scheme for the 2022/23 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** or by cash on the following days. Students who wish to pay by cash/cheque should have the €10 in an envelope with their name clearly written on the envelope. Students will be called to Reception to pay.
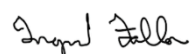**1st Years: Friday 26th August**
**6th Year & LCA2: Monday, 29th August**
**3rd Year & TY: Tuesday 30th August**
**All Other Years: Wednesday 31st August – Friday 2nd September**


**Voluntary Contribution:**
Parents are asked to contribute **€75** for 1 child, **€100** for 2 children and **€125** for 3 children. The Easy Payments Plus facility is the preferred payment option. Parents can make this contribution by cash or cheque to the school also. All contributions are very much needed and gratefully appreciated. 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 and an additional science laboratory.

Yours sincerely,

Ingrid Fallon

Ingrid Fallon
Principal

# 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.  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 Microsoft Office 2016 onto five other devices 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

**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.
- 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:**
- o **Enjoy your iPad!**

# JUNIOR SCHOOL UNIFORM
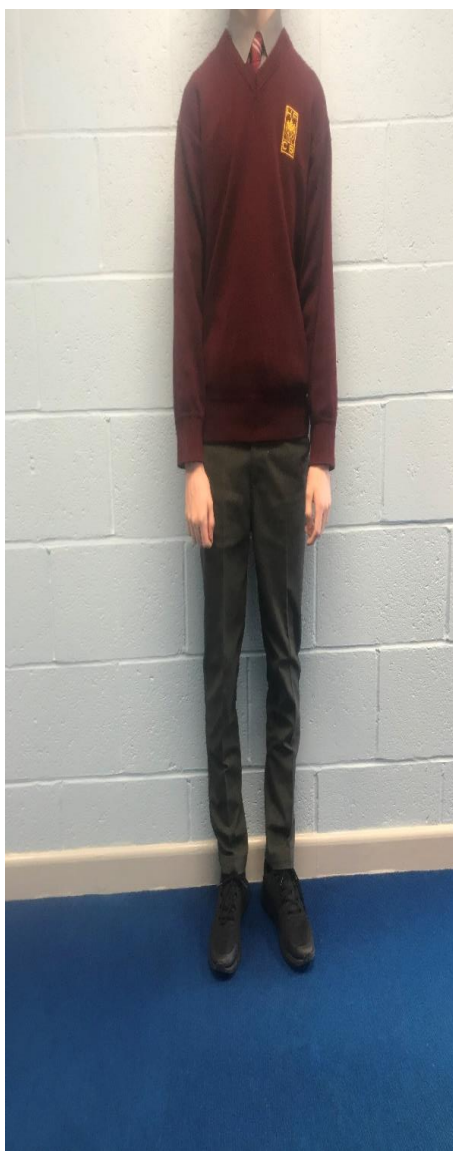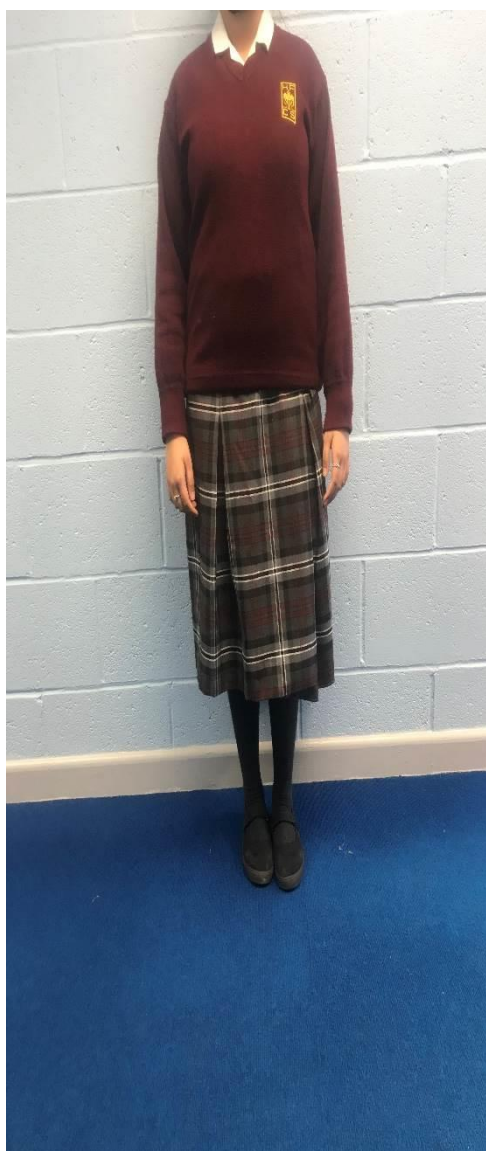


## School Uniform for Junior Students

- **Girls –** White shirt, Wine jumper with official school crest, School skirt or grey trousers, Knee high black or grey socks/tights with skirt and fully black shoes.
- **Boys –** Grey shirt, wine tie, wine jumper with official school crest, grey trousers and fully black shoes.

**Please note that wearing the correct uniform is an important part of the school's Code of Behaviour & Discipline which is signed by all students and parents/guardians. Failure to wear the correct uniform will lead to a sanction.**

# SENIOR SCHOOL UNIFORM
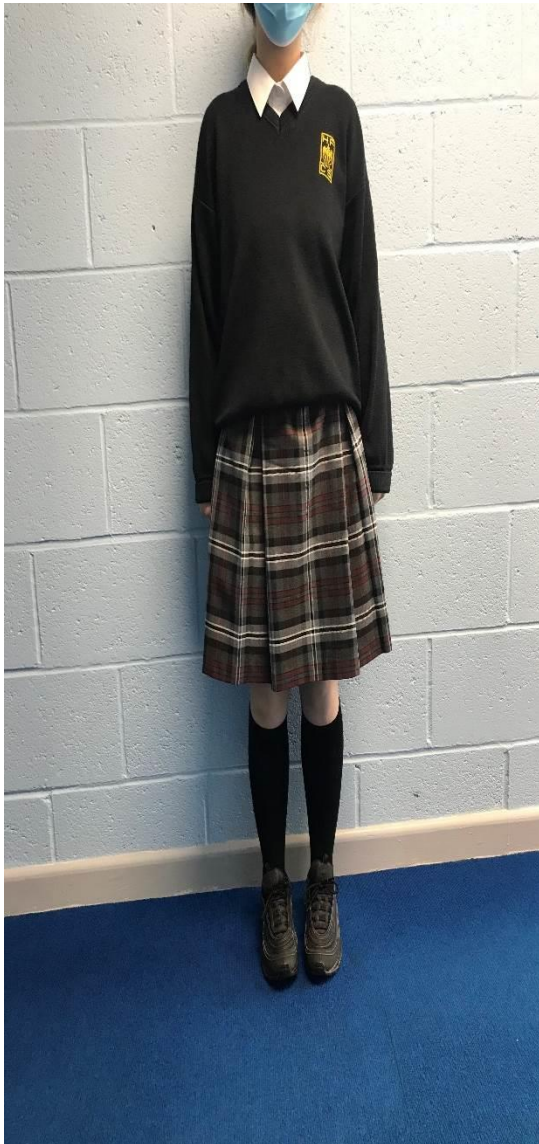


- **Girls –** White shirt, Black jumper with official school crest, School skirt or grey trousers, Knee high black or grey socks / tights with skirt and black shoes.
- **Boys –** Grey shirt, black tie, black jumper with official school crest, grey trousers and fully black shoes.

**Please note that wearing the correct uniform is an important part of the school's Code of Behaviour & Discipline which is signed by all students and parents / guardians. Failure to wear the correct uniform will lead to a sanction.**

## PE Uniform

- Students must wear the correct school PE uniform.
- Plain navy tracksuit bottoms with no logos or stripes.
- The school polo shirt and/or the school PE sweatshirt must be worn.
- Comfortable sports runners/trainers to be worn. Converse or similar are not to be worn.
- No leggings or shorts allowed.

# 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 ACCOUNT AS PROMPTLY AS POSSIBLE:

- Click on the Easy Payments Plus button on the school's website.
- Select **Activate Account** on the menu at the top of the screen.
- You are asked for YOUR mobile phone number and YOUR surname.
- You will then receive an activation code via text message to your phone.
- Input this code together with your preferred 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.
- Easy Payments Plus has updated its policies, processes and procedures to ensure that student data is held in a GDPR compliant manner.

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

## How does a parent activate their account?

1. Go to the school's website.
2. Click on **Activate** button.

3. Input mobile number and surname (as per the school's records).



4. Easy Payments Plus will try to match the above data against the school's EPP database. If a match is successful, then the parent will be texted a code to their mobile phone.

5.  The parent then completes their account activation by inputting the data on the screen below:

Mobile Number

851234567

E-Mail Address

Activation Code

New Password

Retype New Password

☐ Tick if you want to receive text notifications from Demo School AAAA

☐ Tick if you want to receive email notifications from Demo School AAAA

☐ Check this box to agree to our terms and conditions

**Activate Account**