



Holy Family Community School

Pobalscoil an Teaghlaigh Naofa

Principal: Ingrid Fallon

Deputy Principals: Denise O' Keeffe, Liam Ferguson, Derek Maher

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7th June 2022

To Parents/Guardians of First Year Students

Dear Parents/Guardians,

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

Your son/daughter starts school on Friday, 26th of August 9.00am – 12.20pm. Your son/daughter will not need textbooks on this day. **However, your son/daughter should have their fully charged iPad with them as they will be given training by staff.** First Year students will **not** be in school on Monday, 29th August, but will be in school on Tuesday 30th August 9.00am-10.20am. **Please see details re opening dates for specific year groups at - <https://www.hfcs.ie/wp-content/uploads/2020/08/reopening-dates-2022-23-FINAL-MAY-2022.pdf>**

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.

Classes and Subjects:

Please note that all First-Year classes will be mixed-ability classes. Your son/daughter will take the following core subjects:

Gaeilge, English, Maths, Science, History, Geography, Civic, Social & Political Education (CSPE), Religious Education (RE), Social, Personal & Health Education (SPHE), Physical Education (PE) and Wellbeing.

Your son/daughter has already received his/her option subjects and the timetable will be given to him/her on Friday 26th August. The timetable can also be viewed on VSware in August.

Booklist:

The First Year Booklist is located here: <https://www.hfcs.ie/wp-content/uploads/2020/08/Final-Booklist-First-Year-2022-23-1.docx>

You can purchase the physical books from any book shop or at www.bookhaven.ie/wriggle and insert the code **pdfj1y** for the HFCS booklist. The access code for each digital book will be located inside the cover of the physical book. This code should be uploaded to the iPad as per publisher's instructions on their app or website.

Information re: Wriggle can be found here: <https://www.hfcs.ie/wriggle-information-for-incoming-first-year-students/>

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_emxiuRhGRmHvfxPTDIFsbJH89-lpUNTFXTU4yRENXNFgzMFJURDNGSkMzVTqxUi4u

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.

Stationery, photocopying, postage & ICT:

All students must pay **€50** towards stationery, photocopying, postage, and ICT costs. This fee can be paid by using the Easy Payments Plus system (see attached information sheet) or in the school bookshop. 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.

VShare:

VShare 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 VShare. It is also the system used to communicate messages to parents/guardians. In order to receive messages, please ensure that you download the VShare app on your mobile device and allow notifications. Instructions on how to download the VShare app can be found here: <https://support.vshare.ie/en/parent-app-overview>

Taking holidays during term: The school asks parents/guardians 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.

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.

Additional Needs: Please ensure that you inform the school if your child has a medical or learning need. This enables the school to provide appropriate support for your child. Please email info@hfcs.ie for the attention of Ms. P. Dunne.

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

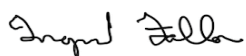
All Other Years: Wednesday 31st August – Friday 2nd September

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.

Please note the instructions on how to set up your EasyPayment account at the end of this information notice.

Yours sincerely,



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:

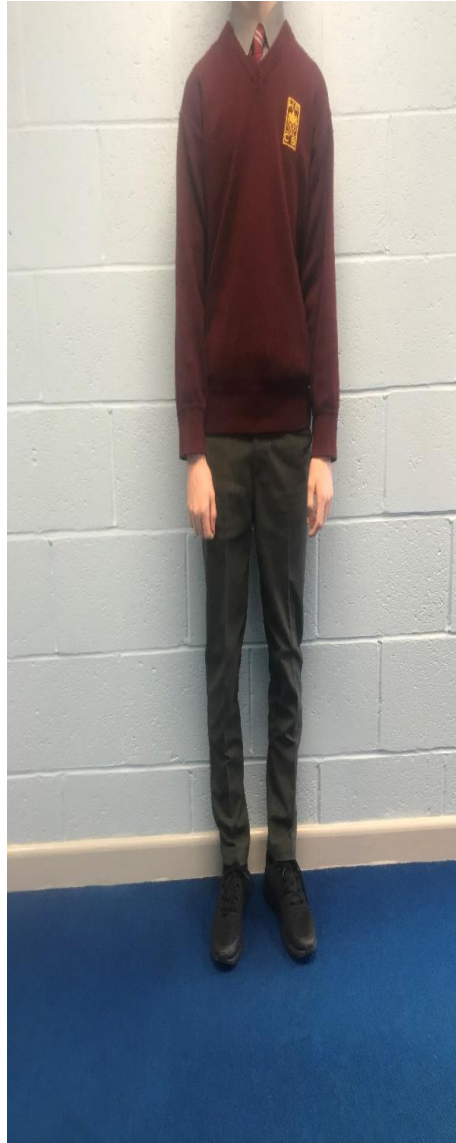
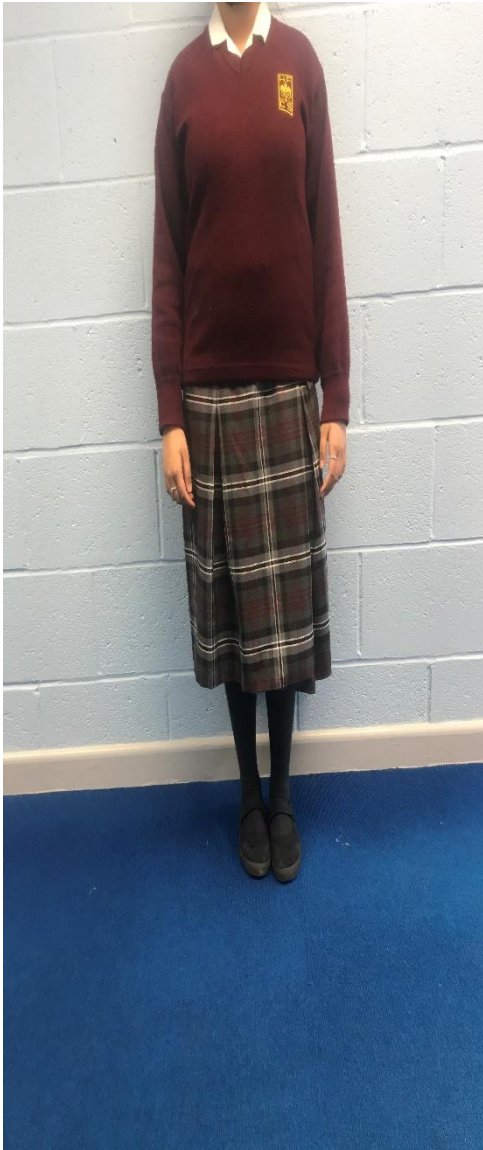
- Use only a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be connected and disconnected carefully to prevent damage to the iPad.
- Do not lean on or place anything near the iPad that could damage the device.
- Do not "bump" the iPad / digital device against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

Final Instruction:

- Enjoy your iPad!



JUNIOR SCHOOL UNIFORM

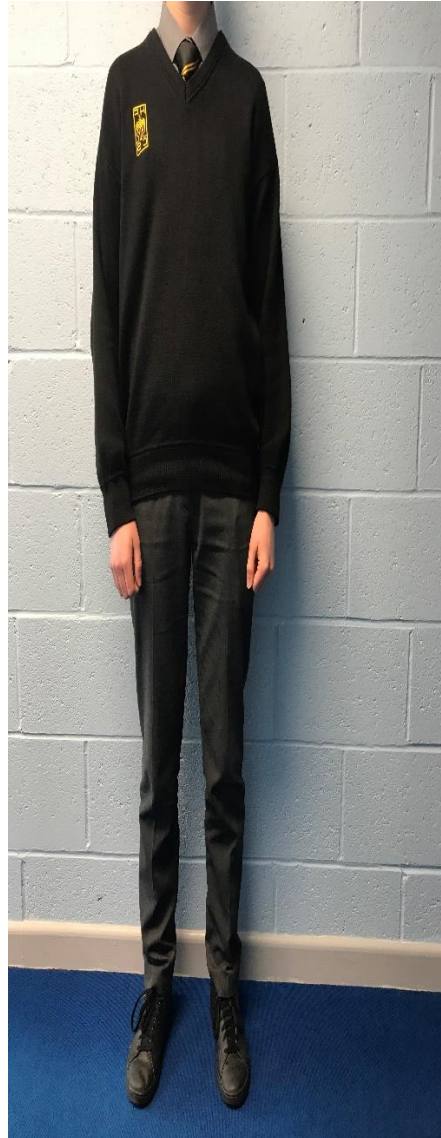
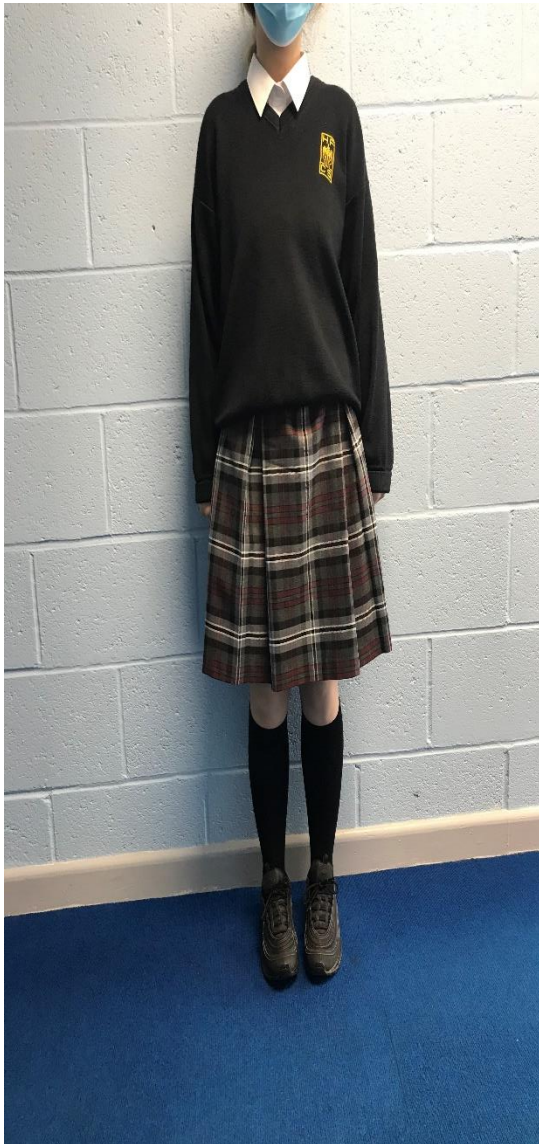


School Uniform for Junior Students

- **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 FOR ALL YEARS



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 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.

If you have not activated your account, please Activate now Return Login

View Bill

←
Value of bill so far : €0
→

Pay Bill

Test Mode

Q

* All

Use the Add to Bill button to select an item for payment

Item List					
Item	Description	Cost€	Quantity		
After school study - 3 days	After school study fee for 3 days a week	185.00	1	Add to Bill	
After school study - 4 days	After school study fee for 4 days a week	195.00	1	Add to Bill	

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

Please enter your mobile phone number and Surname below.

An activation code will be sent to your mobile phone.

Please use this code on the next screen to activate your account.

Mobile Number

Surname

Request Account Activation

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