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# Holy Family Community School

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Pobalscoil an Teaghlaigh Naofa

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18<sup>th</sup> June, 2021

## To Parents/Guardians of Fifth Year, LCA1 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 **Wednesday, 1<sup>st</sup> September 8.45am – 1.00pm**. Full details of reopening dates and times can be accessed here: <https://www.hfcs.ie/wp-content/uploads/2020/08/reopening-dates-2021-22.pdf> . Their **timetable** will be available on [www.hfcs.ie](http://www.hfcs.ie) in late August and they should bring in the necessary books for that day.

### Code of Behaviour and Discipline:

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.

### Work Experience:

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

### Book Lists:

A copy of the LCA1 book list can be accessed here: <https://www.hfcs.ie/book-lists-and-uniform-information/>

Books and stationery can be ordered online by clicking this link:

[https://forms.office.com/Pages/ResponsePage.aspx?id=r0g3pGCdaka3\\_emxiuRhGRmHvfxPTDIFsbJHor89-lpUMU5PSUM4OEYxRVFOUUsxVTdPVDhNVE05NC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=r0g3pGCdaka3_emxiuRhGRmHvfxPTDIFsbJHor89-lpUMU5PSUM4OEYxRVFOUUsxVTdPVDhNVE05NC4u)

The school bookshop will be open from **9.15 a.m. to 1.00 p.m.** each day **from Wednesday 18<sup>th</sup> August to Tuesday 24<sup>th</sup> August**. Parents who availed of the pre-order facility before 2nd July 2021 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.

**Book Grant:**

**Application for grant towards cost of School Books** can be accessed by clicking this link: <https://www.hfcs.ie/book-lists-and-uniform-information/>

**Lockers:**

There are no lockers available this year due to classroom configuration following on from Covid-19.

**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 click on this link to access information on our school uniform and PE uniform: <https://www.hfcs.ie/book-lists-and-uniform-information/>

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.**

**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:**

The PE uniform is available from the official school uniform supplier:

[www.schoolwearhouse.ie](http://www.schoolwearhouse.ie)

Please see the photographs at <https://www.hfcs.ie/book-lists-and-uniform-information/> to ensure that you order the correct PE uniform. The PE uniform should be worn all day on the assigned PE class day. Only the full official PE uniform is acceptable. **Other tracksuits/leggings/hoodies or shorts are NOT school uniform and should never be worn.**

**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 2021/22. <https://www.hfcs.ie/calendar-and-re-opening-dates-2021-2022/> 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:**

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:**

All students should 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 2021/22 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. 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.

**1<sup>st</sup> Years: Friday 27<sup>th</sup> August**

**6<sup>th</sup> Year & LCA2: Monday, 30<sup>th</sup> August**

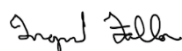
**3<sup>rd</sup> Years: Tuesday 31<sup>st</sup> August**

**All Other Years: Wednesday 1<sup>st</sup> September – Friday 3<sup>rd</sup> 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, an additional science laboratory and over 500 lockers.

Yours sincerely,



Ingrid Fallon  
Principal



## 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

Easy Payments Plus
View Bill
Value of bill so far : €0
Pay Bill

Test Mode

Search for an item... \* 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        | <a href="#">Add to Bill</a> |  |
| After school study - 4 days | After school study fee for 4 days a week | 195.00 | 1        | <a href="#">Add to Bill</a> |  |

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