



# Holy Family Community School

Pobalscoil an Teaghlaigh Naofa

Principal: Ingrid Fallon

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

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June 2023

## To Parents/Guardians of 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 year.

Your son/daughter starts school on **Tuesday 29<sup>th</sup> August, 9.00am – 11.00am**. Full details of reopening dates for all year groups can be accessed here: <https://www.hfcs.ie/wp-content/uploads/2023/06/Reopening-dates-times-2023-24.pdf>

### Timetable:

A copy of the LCA2 timetable will be available on VShare in August and a physical copy will be given to the students on their return to school.

### Code of Behaviour:

Parents/Guardians, as partners with teachers and the Board of Management, must accept the Code of Behaviour 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 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. Sixth Year Leaving Certificate Applied Students will have work experience every **Friday**. Students will seek work experience under the direction of the Guidance Department.

### Book Lists:

If you have not already ordered books/stationery through the MS form sent to you, please see a copy of the booklist here: <https://www.hfcs.ie/wp-content/uploads/2023/06/LCA2-Stationery-Order-2023-24.pdf> The school bookshop will be open from **9.15 a.m. to 1.00 p.m.** each day **from Wednesday 16<sup>th</sup> August to Thursday 22nd August**. Parents who availed of the **pre-order** facility **before 9th June 2023** can collect their order on any of the above dates.

Please see information regarding sibling codes for e-books that some publishers provide for free or at a reduced cost. Please note that this information was sourced by the parent's association and the publishers can change these details at any time. ***The issue of e-book codes is a matter solely for parents/guardians with publishers, and the school is not involved or responsible.*** The information can be accessed here: <https://www.hfcs.ie/wp-content/uploads/2023/06/Sibling-Codes-for-Ebooks-April-23.pdf>

**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.

**Mock Exams:** Payment of €25 for Mock Exams should be paid through the Easy Payments Plus system.

**Book Grant:**

**Application for grant towards cost of iPad/School Books** can be accessed by completing this form <https://www.hfcs.ie/wp-content/uploads/2023/06/Book-Grant-23-24-all-years-except-1st-year.doc>

**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 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](http://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 school jacket. Hoodies 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 2023/24: <https://www.hfcs.ie/wp-content/uploads/2023/06/School-Calendar-2023-24-for-Parents-1.pdf> We ask parents/guardians to regularly check the online calendar for updates throughout the school year.

**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 VSware. It is also the system used to communicate messages to parents/guardians. In order to receive messages, parents/guardians **MUST** 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:**

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 will avail of the Pupil Personal Accident Insurance Scheme when they purchase the school Dialann as they must be purchased together. **All students must take out this insurance** which gives 24-hour cover, 365 days a year (including during school holidays). The cover includes school activities, social, domestic and leisure activities **inside and outside of school hours**. The Insurance can be purchased through the Microsoft Form/Booklist & Stationery list sent through VSware, or at the school bookshop.

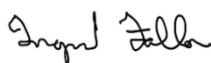
### **EasyPay System:**

All payments should be made through the EasyPay system on the school website [www.hfcs.ie](http://www.hfcs.ie). Details of how to set up/access EasyPay can be viewed here: <https://www.hfcs.ie/wp-content/uploads/2023/06/Online-School-Payment-Facility-June-2023.pdf>

### **Voluntary Contribution:**

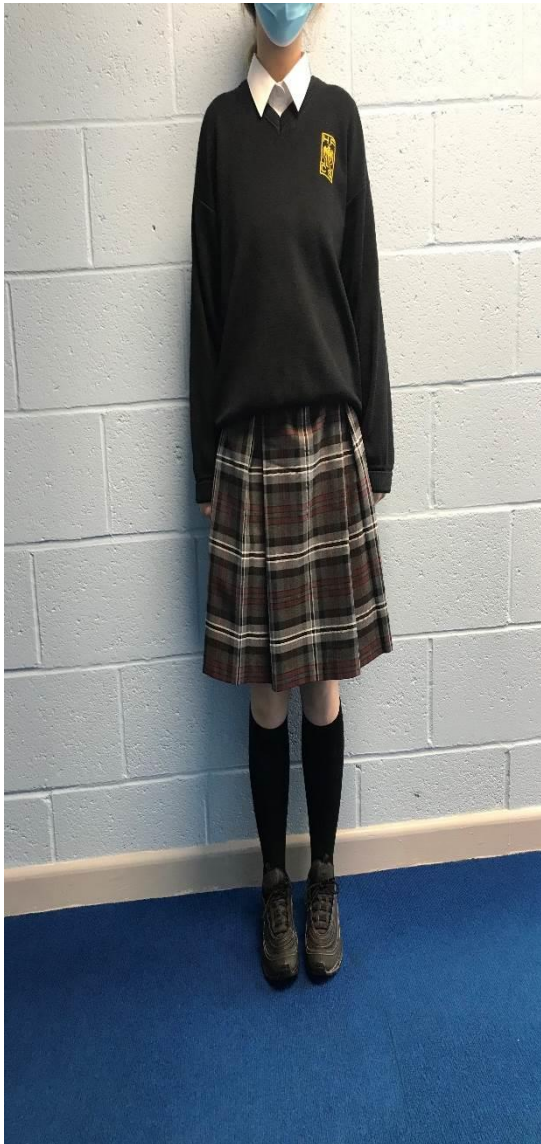
Parents are asked to contribute **€75** for 1 child, **€100** for 2 children and **€125** for 3 children. The Easy Payments Plus facility is the preferred payment option. Parents can make this contribution by cash or cheque to the school also. All contributions are very much needed and gratefully appreciated.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

## 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 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 sports runners/trainers to be worn. Converse or similar are not to be worn.
- No leggings or shorts allowed.