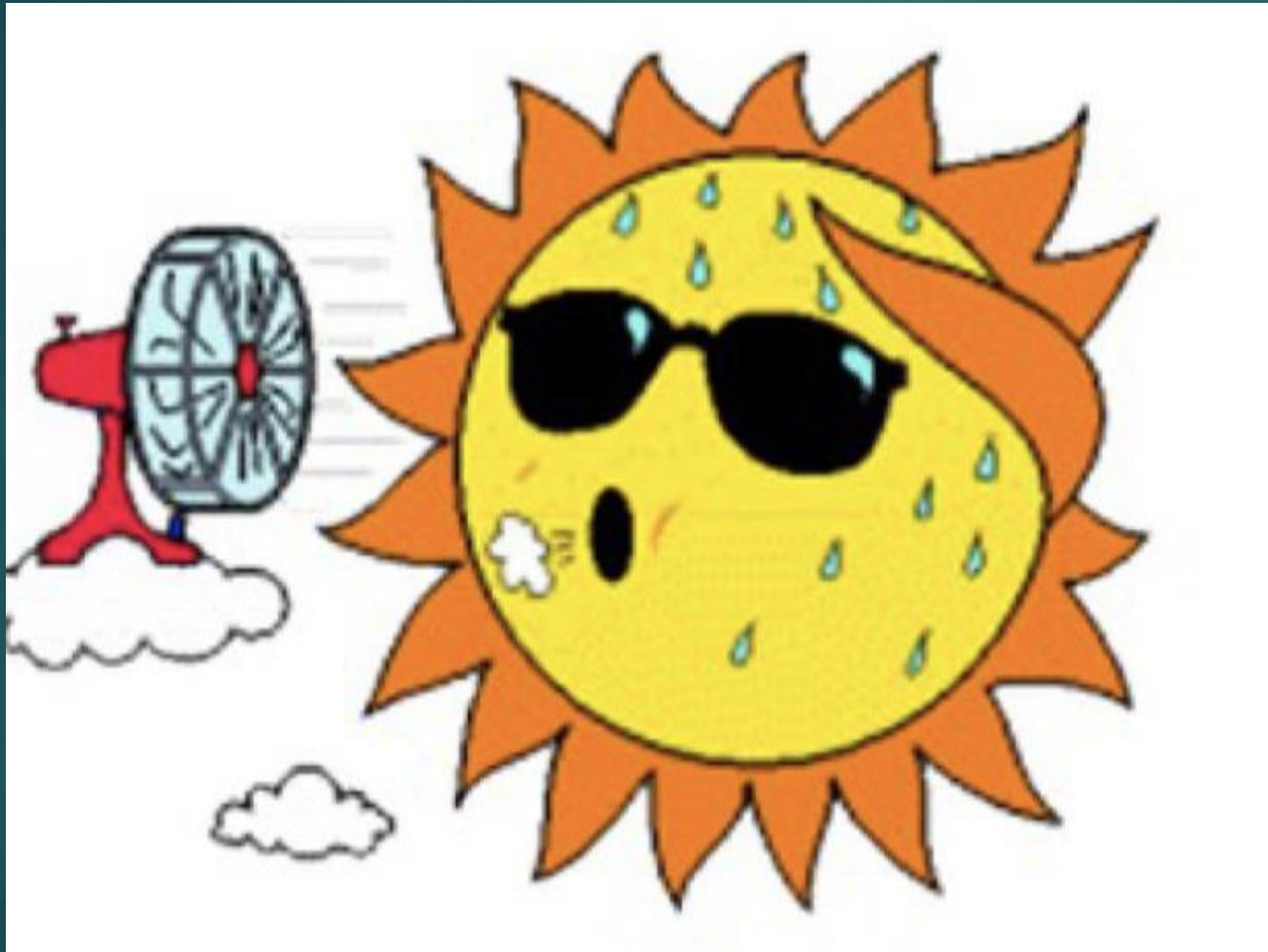


# HFCS Fifth Year Information Night

Year Head - Ms. Colette Phillips



# WELCOME



# Partnership

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Ms Ingrid Fallon - Principal

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Ms Denise O Keeffe - Deputy  
Principal

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Mr Liam Ferguson - Deputy Principal

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Mr Derek Maher - Deputy Principal

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Ms Colette Phillips - Yearhead

# Year Head - Ms. Colette Phillips

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Has overall responsibility for:

- ▶ Attendance / Punctuality
- ▶ Monitoring Academic Progress
- Coordinating Pastoral Care
- Discipline
- ▶ Liaising with Parents
- ▶ Liaising with tutors and subject teachers



# Communication

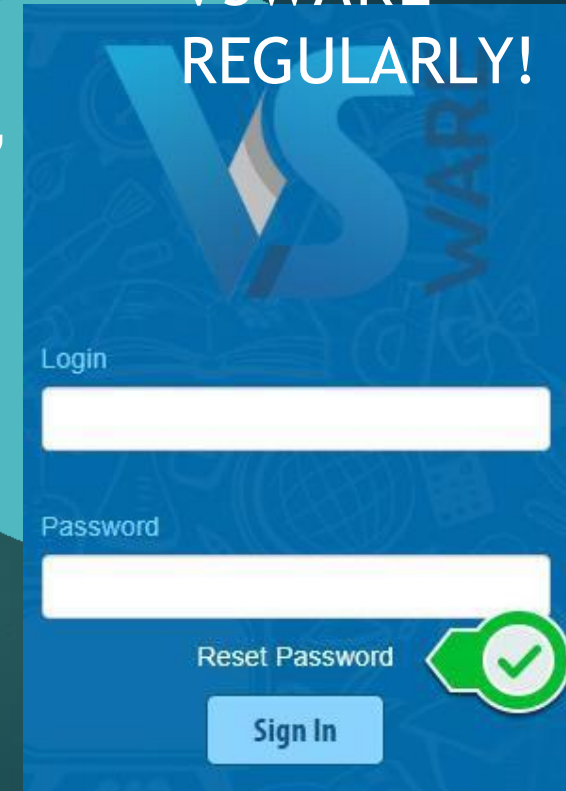
## Parent/Guardian to School

- ▶ *The School Secretary, Ms. Lorraine O'Connell, is the main channel to contact teachers, Tutor, Year Head, Deputy Principals and Principal.*
- ▶ Phone calls (01-4580766)
- ▶ Emails to [info@hfcs.ie](mailto:info@hfcs.ie)
- ▶ ***Absence notes sent via Vsware.***
- ▶ Notes in dialann for individual subject teachers or contact made through email/phone call.
- ▶ All meetings between parents/guardians and staff members must be made by appointment.

# Communication between school and parents

- ▶ **VShare** is the management and communication system used by the school.
- ▶ Parents/guardians can look at their child's timetable, attendance, assessment results and behaviour record on VShare.
- ▶ VShare 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>

CHECK  
VSHARE  
REGULARLY!

The image shows a login screen for the VShare system. It has a blue background with a large, faint 'VSHARE' logo. There are two white input fields: the top one is labeled 'Login' and the bottom one is labeled 'Password'. Below the password field, there is a 'Reset Password' link and a green circular icon with a white checkmark. At the bottom, there is a white button labeled 'Sign In'.

# Other forms of communication

- ▶ Website [www.hfcs.ie](http://www.hfcs.ie)
- ▶ Twitter @hfcsrathcoole
- ▶ Email [info@hfcs.ie](mailto:info@hfcs.ie)
- ▶ School reports
- ▶ Parent/Teacher Meetings.
- ▶ Meetings for specific issues eg. AEN, behaviour issues etc.
- ▶ Information Meetings





# Date for Diary

- **5<sup>th</sup> Year Parent/Teacher Meeting :**
- **Monday, 22 January, 2024**  
**(4.15pm - 6.45pm)**





# PASTORAL CARE TEAM

- ▶ Guidance Counsellors – Ms. K O Connell, Ms. U McDonnell and Ms. C. Perris
- ▶ Chaplain – Mr. N. Mc Connell
- ▶ AEN Coordinator – Mr. Michael Savage, Ms. H O’Keeffe & Ms. P. Dunne
- ▶ Yearhead and Senior Management team.
- ▶ Tutors and subject teachers



# Class groups and Tutors

Rang 51  
Ms. B.  
Redmond/ Ms.  
N. Callanan

Rang 52 - Ms.  
I.  
Quinlan/ Ms.  
F. Ní  
Fhátharta

Rang 53 - Mr.  
B.  
Weldon/ Ms.  
L. Hogan

Rang 54 - Mr.  
S. Keightley/  
Ms. S. Daly

Rang 55 - Ms.  
C. Perris/ Ms. E.  
Byrne

Rang LCA1 -  
Mr. C. Gormley

# Supervised Study



# STUDENT SUPPORT TEAM

Team: Principal, Deputy Principals, Chaplain, Guidance Counsellors, AEN Coordinator

Core Purpose is to coordinate the support available for all students in the school

Student referrals are from staff, parents and students

# Uniform & Class Equipment

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## Uniform

Students must wear full school

uniform

Students must have a note if not wearing the uniform(.

Note covers one day only and this should rarely happen.

## PE Uniform

Students must wear correct school P.E. uniform on P.E. day. Only the official school P.E. gear is allowed (no leggings).

## Make

Please make sure your son/daughter has all the books/ iPad etc. listed on their booklists

## Ensure

Please ensure your child's name is on everything

## Check

Please check your son's/ daughter's VSware regularly.

# iPads

- ▶ Students progressing from 3<sup>rd</sup> year and TY will continue to use their iPads purchased at the beginning of 1<sup>st</sup> year.

This purchase came with a 3-year management and support licence through Wriggle for the duration of Junior Cycle.

This licence now needs to be renewed to continue the use of the student iPads in Teaching and Learning for Senior Cycle in our school.

This is done through the online store at [wriggle.ie](http://wriggle.ie) where you click the 'Order' Tab, then 'Online Store Login' and use 98087574 as the store code. Select 'Holy Family Community School 5<sup>th</sup> year bundle' to process the purchase of this licence.



## SCHOOL POLICIES



All HFCS policies and useful information are available on the school website



<https://www.hfcs.ie/our-policies-and-useful-information/>



The Code of Behaviour and Discipline should be read by students and parents and is available in the students' journals and on the website. It must be signed in the dialann.



# Personal Electronic Devices

## PLEASE READ AUP POLICY ON SCHOOL WEBSITE

Must be off and out of sight at all times during school day

Students **must not** take photographs or recordings of any member of the school community.

Students must not use their personal electronic devices to abuse, threaten, harass or bully other students or staff or use these devices to invade the privacy of any member of the school community. Infringement of these rules is taken very seriously by the school.

Parents should not phone students during the school day

Please read [www.cybersafeireland.org](http://www.cybersafeireland.org) and [www.webwise.ie](http://www.webwise.ie)

# Health and Safety

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01

Always have an appointment

02

Entry on to school grounds must be by prior arrangement.

03

Drop off and pick up students at the front of the school

04

Do not stop on the roundabout or in the school gateway or across the driveways of houses

# School Procedures

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Classes begin at 8.45am and finish at 3.40pm (1pm on Wed.). Students must be in school 5 minutes before first class in the morning and last class in the afternoon

Morning break is from 10.45am - 11.00am Lunch break 1.00pm - 1.40pm  
Wednesdays: morning break is from 10.55 to 11.10am.

5th Year students are allowed to go to the village during lunch break. Students who wish to stay in school must remain in the school yard from 1pm - 1.20pm and go to their base rooms from 1.20 to 1.40pm.

5<sup>th</sup> year students must remain in their base rooms at morning break and not move from room to room.

A seating plan and cleaning roster is posted on each base room wall which students must adhere to.

# Attendance & Punctuality

- ▶ Regular attendance is extremely important.
- ▶ Absence notes must be sent via VSware.
- ▶ Please avoid family holidays during term time
- ▶ The school is required by law to report to Tusla, students who have reached 20 days' absence.
- ▶ Classes start at 8.45a.m. Students must be in school by 8.40a.m.
- ▶ Detention may be given to regular latecomers.



# General Sickness Procedures and leaving school early

- ▶ Please do not send a sick child to school
- ▶ Student must not use mobile phone to contact parent/ guardian if they feel ill in school.
- ▶ The student must get the teacher's permission to go to Reception
- ▶ The school secretary then contacts the parent/ guardian
- ▶ PLEASE ENSURE THAT A CORRECT PHONE NUMBER IS ON VSWARE TO CONTACT YOU
- ▶ Student must be collected by parent/guardian and sign out at reception when collected
- ▶ Any student being collected by a parent during the school day must present a note to the Year Head or send a note via VSware and sign out at reception before leaving by the front door

# Detention

- ▶ Is on Wednesdays from 1.25p.m. to 2.25p.m.
- ▶ Parents/ Guardians will be informed by the school when detention is given and the reason for detention
- ▶ Parents must organise transport home for their son/daughter
- ▶ Failure to attend detention may result in suspension
- ▶ If a student is unable to attend detention, a note must be presented to the Behaviour Management Co-ordinator.







# Merit Comments

Merit comments are part of the student awards' system in the school.

- They are not given for academic achievement.
- They reward consistent good effort; sustained improvement and positive contributions to the school.
- It is an honour to be awarded a merit.
- Merit comments are awarded by staff and recorded on VShare. It is important to praise your son/daughter if he/she receives a merit .



# Extra-curricular activities

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Athletics

Basketball

Choir

Debating

Gaelic  
Football

Gymnastics

Hurling /  
Camogie

Public  
Speaking

Soccer

# Extra-curricular activities

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- ▶ Encourage your son/daughter to get involved in activities.
- ▶ Students must remember that good behaviour will be expected during extra-curricular activities and when representing the school.
- ▶ Students are expected to do assigned homework if they miss class due to participation in an extra-curricular activity.
- ▶ Voluntary Contributions help to fund extra-curricular activities.
- ▶

# Students

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We want our students to be happy in HFCS

Bullying will not be tolerated and should be reported to the school

Good manners and respect for one another .

Students are asked to treat others as they would like to be treated

Thank You

