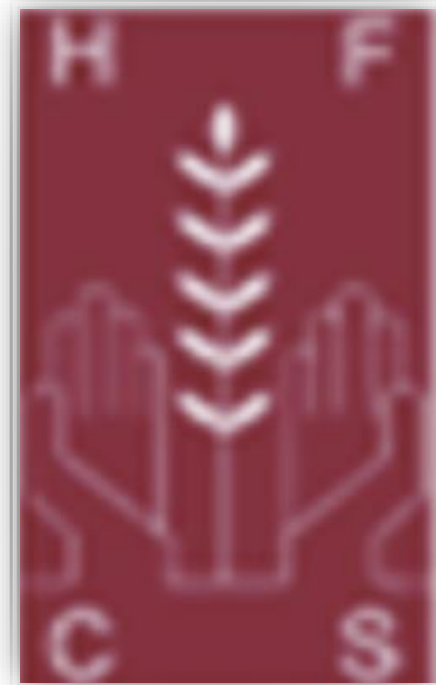


# HOLY FAMILY COMMUNITY SCHOOL

THIRD YEAR INFORMATION  
EVENING



# PARTNERSHIP

- Subject Teachers
- Class Tutors
- Ms. Lynda Doyle - Year Head
- Senior Management Team :Principal Ms. Ingrid Fallon
- Deputy Principals: Ms. Denise O’Keeffe, Mr. Liam Ferguson, Mr. Derek Maher.

The complaints Procedure is available on School’s website

## Stages:

- Teacher
- Tutor
- Year Head
- Principal
- Representatives of the Board of Management
- Full Board of Management

# COMMUNICATION

## Parent/Guardian to School Communication

- *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 / 01 4580031)
- Emails to [info@hfcs.ie](mailto:info@hfcs.ie)
- Attendance emails using VShare

# 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.
- Absence notes must be communicated to the school through VSware.
- VSware 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>



# PASTORAL CARE TEAM

## Subject Teachers & SNAs

Class	Tutors
Croke	N. Cowzer and M. Egan
Cusack	C. Molloy and D. Conneely
Davitt	D. Purcell and A. Keating
Hill	N. McAndrew and J. Darcy
Hogan	L. O'Sullivan and A. Cafferty
Hyde	J. Hanley and B. McLoughlin
Parnell	G. Deasy and S. Charlot

- Year Head- Ms. L. Doyle
- Chaplain- Mr. N. McConnell
- SEN Coordinator- Mr. M. Savage
- Guidance Counsellors - Ms. K. O'Connell & Ms. C. Perris & Ms. U. McDonnell
- Deputy Principals - Ms. D. O' Keeffe, Mr. L. Ferguson, Mr. D. Maher
- Principal - Ms. I. Fallon

# UNIFORM & CLASS EQUIPMENT

- Students must wear full school uniform
- Students must wear school P.E. uniform on P.E. day. Only the official school P.E. gear is allowed
- Students must have a note if not wearing the uniform  
(note only covers one day and this should rarely happen)
- Please make sure your son/daughter has all the books/ iPad etc. listed on their book lists
- Students need a fully equipped pencil case and a calculator
- Please ensure your child's name is on everything
- Your son/ daughter should check his/her timetable each night to make sure they are prepared for their classes the next day.

# SCHOOL POLICIES

- 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.

# PERSONAL ELECTRONIC DEVICES

- 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 must not phone students during the school day
- Please read [www.cybersafeireland.org](http://www.cybersafeireland.org) and [www.webwise.ie](http://www.webwise.ie)



# SCHOOL PROCEDURES

- Classes begin at 8.45am and finish at 3.40pm (1pm on Wednesday). Students must be in school 5 minutes before first class in the morning and first class in the afternoon
- Morning break is from 10.45am - 11.00am Lunch break 1.00pm – 1.40pm
- 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Year students must stay in school during lunch break
- Students who live in Rathcoole only, are allowed home for lunch with the written permission of their parents/guardians. The lunch pass form is printed in the school dialann (journal) and must be filled in by parents/ guardians and stamped by the school.
- All students are expected to take a turn at the lunch time cleaning roster .
- Students will be notified in advance of the week they will be on the lunch time cleaning roster.

# ATTENDANCE & PUNCTUALITY

- Regular attendance is extremely important.
- If a student is absent, a note giving a reason for his/her absence must be registered through VShare. If this is not possible, a note must be given to the class tutor.
- Please avoid family holidays during term time
- Students who are absent for more than 20 days will be reported to the Educational Welfare Officer
- Remember that classes start at 8.45a.m. Students must be in school before 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
- Student must sign out at reception and leave by the front door, when collected
- Any student being collected by a parent during the school day must present a note to the Year Head and sign out at reception before leaving by the front door

# HOMEWORK

- Record every subject and topic, every day in Dialann.
- Homework takes many forms: Reading, writing, revision, research, learning by heart etc.
- Parents are encouraged to supervise the completion of homework where possible



# DETENTION

- Is on Wednesdays from 1.15p.m. to 2.15p.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 (Ms. Bróna Redmond)

# PARKING / DROP OFF & PICK UP

For Health and Safety reasons:

- Do not enter school grounds except by prior arrangement
- Drop off and pick up students at the front of the school
- Do not stop on the roundabout or in the school gateway or across the driveways of houses

# 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

- Athletics
- Basketball
- Choir
- Debating
- Chess
- Gaelic Football
- Gymnastics
- Hurling / Camogie
- Public Speaking
- Rugby
- Soccer



- 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 fund extra-curricular activities
- Personal Accident Insurance Scheme - €10 per student. This gives 24/7 cover

# 3RD YEAR ASSESSMENTS AND SUPERVISED STUDY

- CBA2s (Classroom Based Assessments) will be ongoing in some subjects throughout the year.
- Students will be provided with a timetable of their subject CBA dates and deadlines.
- The school will offer Supervised Study from 4.00pm– 6.00 p.m. Monday, Tuesday, Thursday, and Friday each week. This will start in September and students will be informed.
- Cost for 2023/2024 to be decided. Last year, cost was € 60

# NEW JUNIOR CYCLE FRAMEWORK

- Junior Cycle Profile of Achievement (JCPA)
- Assessment of schoolwork - 2<sup>nd</sup> Year Classroom Based Assessment (CBA 1) 3<sup>rd</sup> Year ( CBA 2 & Assessment Task (AT)
- Descriptors are used instead of grades.
- Descriptors are awarded by each class teacher. There are no percentages attached to the CBA descriptors. The following terms are used:
  - Yet to meet expectations
  - In line with expectations
  - Above expectations
  - Exceptional
- Terminal examination (June, 2023)
- Grade Descriptors for the terminal exams are awarded by the State Exams ' Commission (SEC) and differ from CBA descriptors.
- Grade Descriptors are awarded as follows:
  - Partially achieved (20 to 39%)
  - Achieved (40 to 54 %)
  - Merit (55 to 74 %)
  - Higher Merit (75 to 89%)
  - Distinction (90 to 100%)

JUNIOR CYCLE PROFILE of ACHIEVEMENT AWARD (JCPA) Certificate will include a report on Wellbeing and other areas of learning from First to Third year

Further information : [www.ncca.ie](http://www.ncca.ie) or [www.juniorcycle.ie](http://www.juniorcycle.ie)

# DATES FOR DIARY

- The Calendar for the School Year is available on the school's website.
  - ▶ Parents' Association AGM – 5<sup>th</sup> October at 6.45pm
  - ▶ Second Year Parent/Teacher Meeting – Thursday, November 9<sup>th</sup>. 4:15 pm- 6:45pm.
  - ▶ Mock Exams: February 2024