Clonakilty Community College

To Parents/Guardians 2022-2023: On behalf of the staff of Clonakilty Community College, we invite all our students back to our college as follows:

COLLEGE CALENDAR 2022-2023: (**available on** **http://www.clonakiltycc.ie/events_calendar.ph**)

School Re Opening	August 29th –Staff Return Aug 30th :1st & 6thYrs Aug 31st: 1st, 3rd, 5th & 6th Yrs Sept 1st: 1st, 2nd, 3rd, 5th & 6th Yrs Sept 2nd: All Year Groups.
Mid Term Break	October 31st 2022 to November 4th 2022 inclusive
Christmas	December 22nd 2022 to January 4th 2023 inclusive
Mid Term Break	February 13th 2023 to February 17th 2023 inclusive
Easter	April 3rd 2023 to April 14th 2023 inclusive
School Closed on	Feb 6th 2023, March 17th 2023 & May 1st 2023
End of School Year	June 2nd 2023
State exams	Begin on June 7th 2023

Who to Contact: The relevant people in each year group are as follows:

YEAR	STAFF	YEAR	STAFF
First	Ms. D McCarthy Walsh dmccarthywalsh@clonakiltycc.ie	**ASD Class Teacher**	Ms. Ruth Deane rdeane@clonakiltycc.ie
Second	Ms. Joanna Dineen jdineen@clonakiltycc.ie	**Chaplain**	Ms. Deirdre Collins dcollins@clonakiltycc.ie
Third	Ms. Hilary Lynch hlynch@clonakiltycc.ie	**Guidance Counsellor**	Mr. Ger Murphy gmurphy@clonakiltycc.ie
Transition Year	Mr Diarmuid O' Donovan dodonovan@clonakiltycc.ie	**Deputy Principal**	Ms. Anne Sheerin asheerin@clonakiltycc.ie
Fifth	Mr. Micheal O Sullivan mosullivan2@clonakiltycc.ie	**Principal**	To be confirmed
Sixth	Mr Colin Murphy cmurphy@clonakiltycc.ie	**Leaving Cert Applied**	Ms. Siobhan Lambert slambert@clonakiltycc.ie
Moderate Class programme	Mr Kevin O Donovan kodonovan@clonakiltycc.ie	**Special Educational Need Co-ordinator**	Ms. Pat O Connor poconnor@clonakiltycc.ie

We ask that when a concern arises that you as parents/ guardians would contact the appropriate person as soon as possible. To ensure that you get to meet Teachers/Tutors/ Year Head/ Deputy Principal / Principal please try to make a prior appointment. Alternatively feel free to email using the above addresses.

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Attendance & Punctuality Policy: Please see our weekly timetable below. All pupils are expected to be on school premises, ready for class at 8.55 am and 1.50pm. Your co-operation in implementation of our Attendance & Punctuality Policy, as with all our policies, is much appreciated. Please note that all pupils must bring a note, which must be signed by the **Year Head PRIOR** to leaving the college for an appointment. This note is presented to the Deputy Principal before a pupil leaves the college. Parents are asked to collect pupils (1st to 3rd yr) when leaving early.

PERIODS:	MON	TUES	WED	THURS	FRI
9.00 – 9.40	1	1	1	1	1
9.40 – 10.20	2	2	2	2	2
10.20 – 10.35	Break for 1st, 3rd & 6th Year pupils				
10.20 -11.00	3	3	3	3	3
11.00- 11.15	Break for 2nd, 4th & 5th Year pupils				
11.15 – 11.55	4	4	4	4	4
11.55 – 12.35	5	5	5	5	5
12.35 – 1.15	6	6	6	6	6
1.15 – 1.55	LUNCH BREAK FOR ALL PUPILS				
1.55 – 2.35	7	7	7	7	7
2.35 – 3.15	8	8	8	8	8
3.15 – 3.55	9	9	Finishing @ 3.15 on each of these days.		

Bullying Policy: Clonakilty Community College does not tolerate acts of a Bullying nature. Our Bullying Policy is available on www.clonakiltycc.ie

Study / Homework: From the beginning of first year, each pupil is expected to establish a homework routine. We ask that all parents work with us in ensuring that their sons/ daughters attain their potential during their time with us in the College. To that end, we ask that parents/ guardians **sign their child's journal weekly**, write all notes in the relevant section in the journal and bring it with them to the parent teacher meeting. Please read your child's journal re study/revision hints, how to build a mind map for revision purposes, promoting numeracy and general college policy information.

Online Platform TEAMS: we use on online teaching platform called Microsoft 365 – TEAMS. We issue each pupil with an @clonakiltycc email on registration to access same. We advise pupils to download the TEAMS app on PC/Laptop/Device/Phone for ease of use. Guidance will be provided for all pupils, and parents on use of this platform.

Annual Registration: is set out below and is to be paid **by** college return 29-8-22. All parents will be contacted through our online *Way2pay* system by text with user name and password details. Please go to www.clonakiltycc.ie under your

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relevant year group information for parent guide on *How to pay online by using our Way2Pay system.*

	1st Yr	2nd Yr	3rd Yr	5th Yr	6th Yr
Annual Registration: covers house exam papers, photocopying costs, pupil Insurance cover, IT provision, postage, P.E. tee shirt 1st yr, Maths competency test 1st yr., Retreat 1st & 2nd yr., D.A.T.s (Aptitude test) 5th yr., School Journal,3rd yr & 6th yr Pre Papers and extracurricular activity bus costs.	€80	€80	€80	€80	€80
Book rental (Optional) :	€110	€120	€80	N/A	N/A
Optional external Pre corrections (Collected in Dec)					€100

Lockers: All First, Second & Third year pupils are given a locker, should they require one, in September. All available lockers will be distributed to students in the remaining year groups.

Parent Teacher Meetings 2022-2023: please bring your child's journal with you to these meetings:

Parents Assoc AGM	September 29th 2022	7pm
P.T.M. 3rd years	November 10th 2022	3.45-6.15pm
P.T.M. 6th years	November 24th 2022	3.45-6.15pm
P.T.M. 2nd years	October 20th 2022	3.45-6.15pm
P.T.M. 5th years	January 19th 2023	3.45-6.15pm
P.T.M. 1st years	February 2nd 2023	3.45-6.15pm
P.T.M. 4th years	March 2nd 2023	3.45-6.15pm
Incoming 1st years 2023-2024: **Open Evening:** **Assessment:**	November 17th 2022 January 25th–27th 2023	5.30- 8pm

School uniform: We ask all pupils to wear their college uniform with pride. We do not encourage the wearing of outer garments whilst under the College roof – particularly in class. Full school uniform to be worn during all examinations, including state examinations. The school uniform is as follows: School Jumper, Navy School trousers/skirt, Striped College shirt and appropriate black footwear. Students may wear a crested half zip as an additional outer garment for warmth. Students will be requested to remove jewellery, which is considered a risk to their and their peers, health and safety. In order to maintain a safe environment, we do not allow pupils to wear facial piercings and wearing stud earrings **only** during the college day/college activities.

School jumper, shirt, trousers and skirt (**Anne Fahy**) available only from Cash & Co., Clonakilty. We ask for parent support in the wearing of this uniform as a

sense of pride in students themselves, their school and representing their families. Please note that the non wearing of the full school uniform is breaking the school rules for which the Code of Behaviour will be applied.

School Journal: The school journal is a two way means of communication between home and school. We ask that all pupils have this journal on their person daily and that parents sign this journal weekly. **As having the journal is part of School Rules should a pupil not produce a diary upon request it will be dealt with as part of the Code of Behaviour.** We ask that parents please bring the school journal with them to Parent teacher meetings.

Book- lists: These are available from our web-site www.clonakiltycc.ie Please note that a book rental scheme operates from first to third year. A list of books/work books/dictionaries etc that pupils will need to purchase themselves is under each year group information section.

www.clonakiltycc.ie
A comprehensive list of policies and other relevant college related material is available on our web site. We invite you to browse regularly to keep up to date on all college activities. We also invite you to follow us on our Instagram feed #**clonakiltycc** for updates on pupil participation in college activities

Contacting Parents/Guardians: We use a texting service to make parents/guardians aware of events in the college. This is only as effective as the information that we received upon registration. Should your contact details change during your child's time with us, we would appreciate if you would let the main office know immediately?

Accessing pupil reports/information - Vsware: We provide an online system for you to access your child's reports, attendance and timetable which you can access through www.clonakiltycc.ie. A username and password per family will be sent to you via text. If you have any issues at all in using this system, please contact us on 023-8833877 office@clonakiltycc.ie . We do not post/print annual reports unless you request us to do so. Please go to www.clonakiltycc.ie under your relevant year group information for parent guide on *How to access my child's report, attendance and options using VSware*.

We thank you for taking the time to read this information, celebrate the year just passed and look forward to working with you in maximising your child's potential.

Many Thanks,

Anne Dunne   **Anne Sheerin**
Principal   **Deputy Principal**
adunne@clonakiltycc.ie   asheerin@clonakiltycc.ie

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