



Clonakilty Community College

To L.C.A. Parents/Guardians 2021-2022: As a college community, we look forward to next year hopefully being less restrained by the shackles of Covid. Both the dates and format of our meetings are subject to change and depend on national health guidelines. We will text you a link to <https://www.clonakiltycc.ie/covid-guide.php> for relevant Covid updates. On behalf of the staff of Clonakilty Community College, we invite all our students back to our college as follows:

School Re Opening	August 30 th –Staff Return Aug 31 st :1 st & 6 th Yrs Sept 1 st : 1 st , 3 rd , 5 th & 6 th Yrs Sept 2 nd : 1 st , 2 nd , 3 rd , 5 th & 6 th Yrs Sept 3 rd All Year Groups.
Mid Term Break	October 25 th 2021 to October 29 th 2021 inclusive
Christmas	December 23 rd 2021 to January 5 th 2022 inclusive
Mid Term Break	February 21 st 2022 to February 25 th 2022 inclusive
Easter	March April 11 th 2022 to April 22 nd 2022 inclusive
School Closed on	March 17 th & May 2 nd 2022
End of School Year	June 3 rd 2022
State exams	June 8 th to June 28 th 2022

Attendance & Punctuality Policy: 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 LCA co-ordinator before leaving the college for an appointment. This note must be presented to the Deputy Principal before a pupil leaves the college. We would like to remind LCA students that you must **achieve 90% attendance** to collect credits for course work and key assignments. Our Attendance and Punctuality Policy extends to work experience also. Please give medical certs to LCA co-ordinator.

PERIODS:	MON	TUES	WED	THURS	FRI
9.00 – 9.40	1	1	1	1	WORK
9.40 – 10.20	2	2	2	2	
10.20 – 11.00 or 10.35 -11.15	3	3	3	3	EXPERI- ENCE
11.15 – 11.55	4	4	4	4	
11.55 – 12.35	5	5	5	5	
12.35 – 1.15 or 1.15 -1.55	6	6	6	6	
1.55– 2.35	7	7	7	7	

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2.35 – 3.15	8	8	8	8	
3.15 – 3.55	9	9	Finishing @ 3.15 on each of these days.		

This year we are implementing **staggered lunch breaks** to support Covid guidelines:

- Small break 10.20-10.35 and 11.00 -11.15 for 1st, 3rd & 6th Year pupils.
- Lunch break 12.35 -1.15 & 1.15 -1.55 for 2nd, 4th & 5th Year pupils.

Work Experience: Work experience is an integral part of Leaving Cert Applied. Students will be on work experience every Friday of school term. Work placements should be organised by the students with the intention of beginning on Friday September 3rd 2021. Work placements can be in high demand; it is advisable to begin looking for placements in August. Insurance letters will be available from the school in September.

Who to Contact:

YEAR	STAFF	YEAR	STAFF
L.C.A.	Ms. Sinead Ni Mhaoldomhnaigh	Guidance Counsellor	Mr. Ger Murphy
Tutor	Ms. Pat O Connor	Principal	Ms. Anne Dunne
Chaplain	Ms. Deirdre Collins	Deputy Principal	Ms. A. Sheerin

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.

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 and how to build a mind map for revision purposes.

Online Platform TEAMS: we use an online teaching platform called Microsoft 365 – TEAMS. We issue each pupil with an @clonakiltycc email on registration for access. 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

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Annual Registration: is set out below and is to be paid **by** 31-8-21. All parents are contacted through our online *Way2pay* system by text with user name and password details.

LEAVING CERT APPLIED	
Annual Registration: covers house exam papers, photocopying costs, pupil Insurance cover, IT provision, postage, School Journal € 20 and extracurricular activity bus costs, Maths book, Social Education text book.	€80
Class trip	€50
Total due 31-8-2021	€130

Should any parent be experiencing financial difficulty please contact Ms. Deirdre Collins, Chaplain.

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 is 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. A crested half zip can be worn 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 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. LCA students are required to mark their attendance for each class in their journal this will be monitored periodically.

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

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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 ePortal system for you to access your child's reports, attendance and timetable. This system is accessed through www.clonakiltycc.ie. One username and password per family is used sent to you via text in term one of first year. If you have any issues at all in using this system please contact Deirdre/Niamh on 023-8833877. Please note that we do not post/print annual reports unless you request us to do so.

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
Principal

Anne Sheerin
Deputy Principal

Sinead Ni Mhaoldomhnaigh
L.C.A. Co-ordinator

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