



Clonakilty Community College

To Parents/Guardians 2020-2021: This year may be like no other – The College is 40 years old, we return after COvid pandemic and we will move into our extension. All the dates below are subject to change and indeed the format of our meetings too depending on COvid 19 HSE guidance. We will keep you updated as we negotiate this uncharted path. On behalf of the staff of Clonakilty Community College we invite all our students back to our college as follows:

COLLEGE CALENDAR 2020-2021: (available on http://www.clonakiltycc.ie/events_calendar.ph)

School Re Opening	August 31 st –Staff Return September 1 st 2020: 1 st yrs ONLY September 2 nd : 3 rd & 6 th yrs ONLY September 3 rd : 2 nd & 5 th yrs ONLY September 4 th – All pupils return
Mid Term Break	October 26 th 2020 to October 30 th 2020 inclusive
Christmas	December 23 rd 2020 to January 5 th 2021 inclusive
Mid Term Break	February 15 th 2021 to February 19 th 2021 inclusive
Easter	March 29 th 2021 to April 9 th 2021 inclusive
School Closed on	Jan 20 th , March 17 th & May 3 rd 2021
End of School Year	June 4 th 2021
State exams	June 9 th to June 25 th 2021

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

YEAR	STAFF	YEAR	STAFF
First	Ms. Hilary Lynch	ASD Programme	Ms. Ruth Deane
Second	Ms. D McCarthy Walsh	Chaplain	Ms. Deirdre Collins
Third	Ms. Joanna Dineen	Guidance Counsellor	Mr. Ger Murphy
Transition Year	Mr Diarmuid O’ Donovan	Deputy Principal	Ms. Anne Sheerin
Fifth	Mr Noel Kelleher	Principal	Ms. Anne Dunne
Sixth	Mr Colin Murphy	Leaving Cert Applied	Ms. Sinead Moloney
Moderate Class programme	Mr Kevin O Donovan	Special Educational Need Co-ordinator	Ms. Pat O Connor

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.

Attendance & Punctuality Policy: Please see our weekly timetable set out below. All pupils are expected to be on school premises, ready for class at 8.55 am and 1.55pm. 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 must be presented at Deputy Principal's office 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 – 11.00	3	3	3	3	3
11.00 – 11.15	BREAK	BREAK	BREAK	BREAK	BREAK
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 – 2.00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
2.00 – 2.40	7	7	7	7	7
2.40 – 3.20	8	8	8	8	8
3.20 – 4.00	9	9	Finishing @ 3.20 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 an online teaching platform called Microsoft 365 – TEAMS. We issue each pupil with @clonakiltycc email on registration to access same. We advise pupils to download 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 26-8-20. 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 relevant year group information for parent guide on *How to pay online by using our Way2Pay system*.

CCC Parent information 2020-2021

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

Lockers: All First, Second & Third year pupils will be issued with a locker should they require one on return to the college. Any available lockers will then be distributed on a first come first served basis. Each pupil is required to provide his/her own lock.

Parent Teacher Meetings 2020-2021: please bring your child's journal with you to these meetings:

Parents Assoc AGM	October 1 st 2020	7pm
P.T.M. 2nd years	October 22 nd 2020	3.45-6.15pm
P.T.M. 3rd years	November 12 th 2020	3.45-6.15pm
P.T.M. 6th years	November 26 th 2020	3.45-6.15pm
P.T.M. 5th years	January 14 th 2021	3.45-6.15pm
P.T.M. 1st years	February 4 th 2021	3.45-6.15pm
P.T.M. 4th years	March 4 th 2021	3.45-6.15pm
Incoming 1st years 2021-2022:		
Open Evening:	November 19 th 2020 (Provisional*)	5.30- 8pm
Registration evening:	November 26 th 2020 (Provisional*)	4.00 - 6pm
Assessment:	January 27 th – 29 th 2021 (Provisional*)	
	*all dates are provisional dependent on extension occupation dates.	

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 type 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 all parent's 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.

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 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. This system is accessed through www.clonakiltycc.ie. A 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. 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
Principal

Anne Sheerin
Deputy Principal

