



## Clonakilty Community College

**To Parents/Guardians 2021-2022:** As a college community, we look forward to next year hopefully 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:

**COLLEGE CALENDAR 2021-2022:** (available on [http://www.clonakiltycc.ie/events\\_calendar.ph](http://www.clonakiltycc.ie/events_calendar.ph))

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

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

<b>YEAR</b>	<b>STAFF</b>	<b>YEAR</b>	<b>STAFF</b>
<b>First</b>	Ms. Joanna Dineen	<b>ASD Class Teacher</b>	Ms. Ruth Deane
<b>Second</b>	Ms. Hilary Lynch	<b>Chaplain</b>	Ms. Deirdre Collins
<b>Third</b>	Ms. D McCarthy Walsh	<b>Guidance Counsellor</b>	Mr. Ger Murphy
<b>Transition Year</b>	Mr Diarmuid O' Donovan	<b>Deputy Principal</b>	Ms. Anne Sheerin
<b>Fifth</b>	Mr Colin Murphy	<b>Principal</b>	Ms. Anne Dunne
<b>Sixth</b>	Mr Noel Kelleher	<b>Leaving Cert Applied</b>	Ms. Sinead Ni Mhaoldomhnaigh
<b>Moderate Class programme</b>	Mr Kevin O Donovan	<b>Special Educational Need Co-ordinator</b>	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 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 (1<sup>st</sup> to 3<sup>rd</sup> 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 or 10.35 -11.15	3	3	3	3	3
11.15 – 11.55	4	4	4	4	4
11.55 – 12.35	5	5	5	5	5
12.35 – 1.15 or 1.15 -1.55	6	6	6	6	6
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.		

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

- Break 10.20-10.35 and Lunch 12.35 -1.15 for 1<sup>st</sup>, 3<sup>rd</sup> & 6<sup>th</sup> Year pupils.
- 11.00-11.15 & 1.15 -1.55 for 2<sup>nd</sup>, 4<sup>th</sup> & 5<sup>th</sup> Year pupils.

**Bullying Policy:** Clonakilty Community College does not tolerate acts of a Bullying nature. Our Bullying Policy is available on [www.clonakiltycc.ie](http://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 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 26-8-21. All parents will be contacted through our online *Way2pay* system by text with

user name and password details. Please go to [www.clonakiltycc.ie](http://www.clonakiltycc.ie) under your relevant year group information for parent guide on *How to pay online by using our Way2Pay system.*

	1 <sup>st</sup> Yr	2 <sup>nd</sup> Yr	3 <sup>rd</sup> Yr	5 <sup>th</sup> Yr	6 <sup>th</sup> Yr
<b>Annual Registration:</b> covers house exam papers, photocopying costs, pupil Insurance cover, IT provision, postage, P.E. tee shirt 1 <sup>st</sup> yr, Maths competency test 1 <sup>st</sup> yr., Retreat 1 <sup>st</sup> & 2 <sup>nd</sup> yr., D.A.T.s ( Aptitude test) 5 <sup>th</sup> yr., School Journal,3 <sup>rd</sup> yr & 6 <sup>th</sup> 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 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 2021-2022: please bring your child's journal with you to these meetings:**

Parents Assoc AGM	September 30 <sup>th</sup> 2021	7pm
P.T.M. 3 <sup>rd</sup> years	November 11 <sup>th</sup> 2021	3.45-6.15pm
P.T.M. 6 <sup>th</sup> years	November 25 <sup>th</sup> 2021	3.45-6.15pm
P.T.M. 2 <sup>nd</sup> years	October 21 <sup>st</sup> 2021	3.45-6.15pm
P.T.M. 5 <sup>th</sup> years	January 20 <sup>th</sup> 2022	3.45-6.15pm
P.T.M. 1 <sup>st</sup> years	February 3 <sup>rd</sup> 2022	3.45-6.15pm
P.T.M. 4 <sup>th</sup> years	March 3 <sup>rd</sup> 2022	3.45-6.15pm
<b>Incoming 1<sup>st</sup> years 2020-2021:</b>		
<b>Open Evening:</b>	November 18 <sup>th</sup> 2021	5.30- 8pm
<b>Registration evening:</b>	November 25 <sup>th</sup> 2021	4.00 - 6pm
<b>Assessment:</b>	January 26 <sup>th</sup> – 27 <sup>th</sup> 2022	

**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](http://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](http://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](http://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 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](http://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