



Information Guide for Parents/Guardians.

2019-2020

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What happens on your first day in Comeragh College?

8.50am – 11am

All students are met on arrival by staff and receive a name badge

- All students meet in Tinvane Hall at 08.50
- Principal and staff welcome students to the school.
- Students are introduced to their Year Head and Class Tutors
- Students are divided into their class groups and have a briefing with their class tutor.

11am – 1pm

Staff explain the following to the students in small groups

- How to read the timetable and make the best use of the school locker, how to prepare for class correctly.
- Procedures for purchasing and collecting food at the canteen
- Where to put their belongings during the school day- bag racks etc.
- Students will get their Assigned Lockers and their codes will be set.

What do I need on my first Day?

- Pencil Case
- A Few Copy Books
- Small Lunch
- Please wear the school uniform not the school tracksuit

Some Tips

- Please label all your belongings
- A good breakfast and lunch
- A good night's sleep
- Take your time to adjust
- Remember to power off your mobile phone

Settling In — What you can do to help

At Home

- Provide a quiet, well-lit place to work.
- Turn off the TV/computer/PlayStation/phone during homework time.
- In the evening encourage your son/daughter to check time-table regarding homework/books/ equipment and notes required for next day.
- Reasonable bed-time given the earlier start.
- Fixed time for getting up in the morning- Establish a good routine
- Good breakfast.
- Encourage students to take part in extra-curricular activities.
- Encourage your child to talk to their tutor if they have any questions or worries.
- If you need to contact your son/ daughter ring the school office.

Communication with the School

- Please check your son/daughters Learning Journal at the end of each day.
- Ring and make an appointment to see the Teacher/Class Tutor/Year Head/Home School Liaison Coordinator if needed.

Guidance and Counselling

The Guidance Counsellor is available by appointment.

Contact Details

Please inform the school secretary of any change of address and/or phone number so you can be contacted if necessary and reports can be forwarded to the correct address.

Please phone the school secretary or forward the details in writing.

School Reports

Progress reports are available to view online. A text will be sent with a link to our school portal Vsware to view the reports.

Alternatively, you can arrange to collect a copy from the school secretary or send in a stamped addressed envelope.

Uniform



All students must comply with the school uniform.

- Footwear - Black/ Navy leather shoes
- Please ensure shoes match details given in the uniform policy- shoes above are acceptable. Black runners are not acceptable.

Please see www.comeraghcollege.ie for further information.

On the day's students have PE on their timetable students, are allowed to wear:

1. School tracksuit
or
2. Wear the school uniform and change into their own sportswear before PE class and change back into their uniform after PE class and before their next timetabled class.



Please note that
can be worn.
Black leather
practical
PE and a practical
students are
shoes and wear



for PE only white soled runners
shoes must be worn during all
subjects. When a student has
subject on the same day, the
asked to bring the leather
them to the class for health and

safety reasons.

Book Rental

Please make sure the €110 is paid in full before the 14th August 2019

Log on to our website and find the link: **WAY2PAY** to pay online. Students should take care of books by not damaging or misplacing books. You will be asked to pay the full cost of replacing lost books. Books, if not already covered should be covered to protect them.

List of materials needed: Subjects that have an * beside them are optional subjects and equipment are not to be purchased until after mid-term.

Subject marked in **green** are CORE subjects:

All students are asked to purchase 4 zip lock folders to store their English, Irish, Maths and Science books. waytopay link €10

Subjects		Equipment
Irish	A4 Hardback copy and 88 pg. Copybook.	1 Irish-English, English-Irish Dictionary Foclóir Póca from An Gúm is recommended
English	2 88 pg. Copybook and 1 Hardback copy	English dictionary
Maths	A4 Hardback and a Project Maths Copybook	Compulsory - please pay on the waytopay €26.50 - Maths set which includes: A4 mesh bag with Calculator Casio FX -83 GT plus, A4 whiteboard, mini marker, foam marker, Project Maths copy, Geometry set and compass.
Religion	1 88 pg. Copybook	Colouring pencils
SPHE	1 88 pg. Copybook	
Physical Ed.	1 88 pg. Copybook	
Science	1 88 pg. Copybook and 1 A4 hardback copy	
Computers	88 pg. Copybook	
*History	1 88 pg. Copybook and 1 A4 hardback copy	
*German	1 A4 hard back copy 1 88 pg. Copybook	German/English Dictionary
*French	88 pg. Copybook	French/English dictionary
*Music	1 88 pg. Copybook 1 hardback copy	Manuscript music notebook 1 recorder (Yamaha or Aylos)
*Business	1 A4 hard back copy 1 88 pg. Copybook	
*Metalwork	A4 hard back	
*Technical Graph	A4 Folder	Technical Drawing set- link on waytopay
*Woodwork	88 pg. Copybook	
*Spanish	1 A4 hard back copy 1 88 pg. Copybook	Spanish/English Dictionary
*Home Economics	A4 Hardback Copy 1 88 pg. Copybook	A Tea towel, a full-length apron and a large lunch box for cookery classes
*French	1 A4 hard back copy 1 88 pg. Copybook	French/English Dictionary
*Art	1 88 pg. Copybook	Colouring pencils

Locker Rental

- Students have use of a locker for the school year.
- The locker is BAM property and can be inspected at any time.
- No valuables are to be brought to schools including mobile phones and the school are not responsible for any personal property.
- Students are not expected to carry all their books around all day. Books must be organised before 8.45am, at break-time and during lunch-time.
- Going to lockers between classes is not permitted.
- All books/copies to be stored in subject folders.

Lunch Time

Students remain in school for all breaks and lunch times. Students have assigned seating areas by year group and are asked to use this area each day.

Canteen

A **breakfast club** operates every morning which is free to all students between 8.15 and 8.40am. Students remain in in the canteen area from 8.15 -8.30 for supervision. Supervision is not available outside of this area during these times.

All students have lunch in the canteen. They can either bring in their own lunch or avail of the canteen service.

Full details on school website- Food Company.

Please log onto the food company website if you wish to get an account for your son/daughter. You can prepay a fob and your son/daughter will not have to carry cash in school.

Learning Journal

Every student will be provided with a student learning journal. The learning journal is an important document. It is a planner where students will record all homework given by teachers. The purpose of the journal is:

- a) to have a written record of all homework and to ensure it is completed to a high standard
- b) to facilitate parents and teacher communication

We encourage parents to sign and to check the journals every night. The class tutor will check the journal regularly. Students are required to take this journal to all classes. If this journal is lost during the year there will be a replacement charge.

Attendance- if you have been unavoidably delayed or need to be collected by parent/guardian for an appointment or due to illness during the school day.

	Steps	Reason and consequence
1.	Sign in at the Attendance Secretary's office.	To ensure every student in the school is accounted for in the case of an emergency.
2.	Have a slip filled in from the back of the journal and present to the Attendance Secretary office, with a reason why they are late, and this must be signed by a Parent/ Guardian.	To ensure the school is aware why the student is late. If there is NO NOTE the student will get a Point on our code of behaviour system. Parents will be contacted by the school office.
3.	If a student is leaving early from school. Parents must sign a slip note at the back of the journal with a reason. The student MUST show the Tutor or the Year Head and get them to sign it. Students then go to the Office and sign out with the secretary when an adult comes to collect them.	Note must to signed by a parent to give permission for a student to leave. A designated adult must collect the student at the office to sign them out.
4.	Any Medical appointments / GP visits arranged during school hours must be accompanied by a medical cert if possible.	To ensure we are aware of any issues.

Under no circumstances should a student leave the school without permission and without signing out.

Absences

	Steps	Reason/ Consequences
	A note of explanation (in the back of the Learning journal) is expected in advance if you know your child is going to be out/ leave early from school	To ensure the school can keep a track of explained and unexplained absences for the Education welfare officer.
	Please phone the attendance Secretary	To avoid getting a text message and to keep a track of absences.
	A text is sent daily to notify parents/guardians of a student's absence- If you have sent your child to school and get a message. Please remain calm and contact the school office so we can double check the reason your son/daughter may not have been recorded present on the school system. E.g. student in the bathroom or gone to the locker with no permission etc.	To ensure that all students are accounted for in school.
	If a student feels unwell in school. He/she must tell the tutor, or the year head and they can ring home. A Parent / Guardian must collect them at the office and sign them out. In cases where parent cannot be contacted - Education Officer will be notified (Welfare Act)	To ensure the student will be looked after when they get home.
	Under the Education Welfare Act schools are obliged to report absences of more than 20 days and a letter will be sent home informing you of this. Parents may be subject to prosecution.	This is under the Education welfare act.

Extra-Curricular Activities

The school recognises that extra-curricular activities play an important part in the development of young people. They are especially important at First Year level in establishing friendships and a good team spirit. We would appreciate if you could encourage your children to take part. Activities are organised on a voluntary basis by school staff and take place mainly at lunch-time and after school. These activities include Science club, Basketball, Hurling, Camogie, Gaelic Football, Athletics, Soccer, Gym Club, Model United Nations, Board Games, Debates, Quizzes, Young Social Innovators, Enterprise Awards, and the Gaisce Awards.



School Calendar

All relevant school dates are included in the Learningjournal and on the school website. Refer to the school website: www.comeraghcollege.ie for updates. Notifications of changes will be forwarded by text.

Parent-Teacher (P/T) Meeting

Your attendance is extremely important. It shows your son/daughter that you are interested in his/her education. Please bring your son/daughters most recent report. Students are asked to attend the meetings with the parent/guardian to discuss their progress.

Parents Association

All are welcome to the AGM at which officers will be elected for the coming year. Notice of this meeting is sent by text message and included in the school news. Parents will be informed afterwards of the elected officers. Information will be available on the school website.



Role of Class Tutor

Each class is assigned a class tutor.

The tutor explains the school's rules and guides students with the use of the learning journal and will examine the journal on a regular basis. The tutor will also allocate lockers at the beginning of the year and will regularly check that student's lockers are organised. The tutor is available to support the student in the school and ensure they are engaging with their learning.

VShare

VShare tracks a student's main roll call, attendance, and lesson-by-lesson attendance.

This enables schools to track the impact a student's attendance is having on individual subjects.

After School study

Available to all students September-June.

**2hrs Supervised Study €100 per term. Places are limited and waiting list may apply.
Please pay on waytopay link**

Saturday study and Easter study will also be available subject to demand. Please contact the school if you are interested in availing of these services.

We recommend students avail of these services, they help students to focus and reach their full potential in a supportive and structured environment. (cost/times/dates to follow).

Code of Behaviour

The school's expectations provide the following framework for reasonable and responsible behaviour. Please refer to the school website for further information.

Vaccinations – please refer to the school website

Parent courses – please talk with HSCL coordinator