

ST. FLANNAN'S COLLEGE



INFORMATION BOOKLET FOR FIRST YEAR STUDENTS 2020-2021

The information provided in this booklet may change at short notice, in accordance with the evolving Covid-19 situation and in line with governmental and departmental guidelines.

Welcome to St. Flannan's College

The move from Primary to Secondary School is both exciting and frightening for students, as it involves a lot of changes and new experiences.

Secondary school life is very different from Primary school and it is only natural to feel nervous about it.

This is why we have designed this Information Booklet for First Year students entering St. Flannan's College.

This booklet will:

- explain a lot about life in St. Flannan's College,
- give practical information on the school,
- answer some of your questions,
- help reduce some of your fears,
- get you ready for the changes and
- make it easier for you to settle in.

There is no need to be worried as there are many supports in place to help you settle in.

Teachers, staff and fellow students are all looking forward to meeting First Year students in September!

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MESSAGE FROM OUR PRINCIPAL, Father Ignatius McCormack

As Principal teacher here in St Flannan's college I warmly you the 1st year class of 2020 to our school community. As students of St Flannan's College you are about to become part of a proud tradition dating back to the beginning of our school here in 1881.

I understand that the transition from primary to secondary school can be an anxious time but want to assure you that the staff of St Flannan's college will do all that we can to help you settle into life here.

I hope that the information contained in this booklet will give you a flavour of life here in St Flannan's. I ask that you and your parents/guardians consider its contents carefully.

I pray every blessing on you as you begin your life here.

Father Ignatius McCormack

MESSAGE FROM YEAR HEAD, Ms Kelly

As your Year Head I wish to extend a warm welcome to you, our incoming 1st year group. Beginning secondary school will be one of the landmark moments in your life. New beginnings can bring both excitement and I'm sure for some of you some anxiety as well. Rest assured we, as a school community, are here to support you as you navigate your new surroundings.

We in St Flannan's College put students at the centre of everything we do; your experience in our school and your success is important to each and every member of staff who works here.

Here are 10 tips to make your life easier.

1. Take time to get used to getting around the school and using your locker.
2. Put your name on your belongings and take care of them.
3. Take responsibility for what you do.
4. Give sports and clubs a go. It's a great way to meet new friends.
5. Try and get along with everyone. Be respectful and kind.
6. Focus on schoolwork. Use your school journal to help you keep organised.
7. School teaches you that hard work pays off- keep positive and do your best.
8. If you need help don't be afraid to ask. We are here to help.
9. Be you because you are the best you could possibly be.
10. Have fun!

I am looking forward to meeting you all over the coming weeks.

Kind regards

Joe Kelly

MAIN DIFFERENCES BETWEEN PRIMARY AND SECONDARY SCHOOL:

There are quite a number of differences between primary and secondary school!

Here are some of them:

PRIMARY SCHOOL	SECONDARY SCHOOL
You had one teacher for the whole year.	You will have different teachers throughout each school day
Most primary school are small.	There are 1,200 students in Flannan's College!
You were one of the senior students in the school.	You will be one of the youngest students in the school.
School day finishes at 3 p.m.	School day finishes at 4 p.m. on Monday and Tuesday and at 3.20 p.m. for the rest of the week.
You stayed in the same room every day.	You will change rooms up to 9 times a day.
You were with the same students every day for the full school year.	You will be mixing with a larger number of students.
You studied a certain number of subjects	You will study new subjects.
Homework was given at the end of the day.	Each teacher will give you homework at the end of each class
You had limited homework.	You will have more homework so you will need to be able to manage your time
Your teacher set the timetable.	You will follow a timetable.
You may have called your teacher by their first name.	You will call your teacher "Sir" or "Miss"
All your school stuff was in the same room (books, copies, etc.).	You will have to bring the right uniform, books and equipment to each class every day.

DAILY ROUTINE

TIMES	ACTION/ACTIONS
When you arrive (School opens at 8.15 am)	<ul style="list-style-type: none"> ● Go to class ● Take your allocated seat
9:00 – 9.40	1st Class of the day
9:40 – 10.20	2nd Class of the day
10:20 -11.00 or 10.40 - 11.20	3rd Class of the day (depending on time-table)
10.20 to 10.40 OR 11:00 to 11:20 (check your timetable)	Small Break <ul style="list-style-type: none"> ● Meet your friends (while observing social distancing) ● Go to canteen/yard/...
11.20 – 12.00	4th Class (depending on time-table)
12.00 – 12.40	5th Class
12:40 – 1.20 or 1.20 – 2.00	6th Class
12.40 to 1.20 OR 1:20 to 2:00 (check your timetable)	Lunch Break – YOU MUST STAY ON SCHOOL GROUNDS <ul style="list-style-type: none"> ● Leave your bag on shelf or floor ● Have your lunch
2:00 – 2.40	7th Class
2:40 – 3.20	8th Class
3:20 – 4.00	9th Class (On Monday & Tuesday only)
4:00 (School finishes at 3.20 on Wednesday, Thursday & Friday)	End of school day on Monday & Tuesday <ul style="list-style-type: none"> ● Go home/go to Homework Club/go to training

****TIP****

A bell will ring before school starts and before and after both breaks

FIRST DAY OF SCHOOL

The first day of school for First Year students is **Tuesday, 1st September, from 9.00a.m. (for 1A to 1D) and from 11.00a.m (for 1E to 1H) to 4.00p.m.** Listen carefully to the instructions given on Tuesday, as you will not strictly follow your timetable on the first two days.

First Year students will be the only students in the school on Tuesday, 1st September and Wednesday, 2nd September. During these two important days you will get to know the school, timetable and some of your teachers before the other year groups return.

ON TUESDAY, 1ST SEPTEMBER:



Assembly Hall

- First Year students, in full uniform, will meet in the Assembly Hall at 9am or 11 am
- Students are only required to bring a notepad and a biro. (Don't bring school books).
- The day will consist of the following:
 - allocation to class groups,
 - meeting with Year Head
 - tour of the school, etc.
 - distribution of School Diary,
 - allocation of lockers,

The Cat4 Aptitude Test will take place on Thursday, 3rd September. One group of students will do the assessments in the morning and the other in the afternoon. There is no need to be anxious about this assessment as it is a diagnostic assessment which highlights students' strengths and weaknesses. As it does not test students' knowledge, there are no wrong or right answers.

****TIP****

Bring a notebook, a biro, a snack for small break, a packed lunch & a drink.

TIMETABLE

You will be given your school timetable on your first day at St. Flannan's.

This is a sample timetable:

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00	His 1His-A 051 GLN	Geo 1Geo-A 063 MK	Eng 1Eng-A 057 KM	Bus 1Bus-A IT4 DK	CSPE 1CSPE-A 017 CBY
09:40	Fre 1Fre-3.1 051 CBY	Fre 1Fre-3.1 043 CBY	Sci 1Sci-A 016 AQ	MTW 1MTW-7.1 040 JB	Rel 1Rel-A 026 AC
10:20			Bus 1Bus-A IT4 DK	MTW 1MTW-7.1 040 JB	
10:40	Iri 1Iri-1.1 025 EM	MTW 1MTW-7.1 040 JB			Eng 1Eng-A 028 KM
11:20	SPHE 1SPHE-A 055 GB	MTW 1MTW-7.1 040 JB	Iri 1Iri-1.1 025 EM	Iri 1Iri-1.1 025 EM	Iri 1Iri-1.1 025 EM
12:00	Eng 1Eng-A 042 KM	Sci 1Sci-9.1 016 AQ	Fre 1Fre-3.1 037 CBY	Geo 1Geo-A 063 MK	Bus 1Bus-A IT4 DK
12:40		Mat 1Mat-5.1 001 BC	Mat 1Mat-5.1 001 BC	Eng 1Eng-A 043 KM	Fre 1Fre-3.1 006 CBY
13:20	Bus 1Bus-A IT4 DK				
14:00	Mat 1Mat-5.1 001 BC	Phy 1Phy-A PE1 NNA	Rel 1Rel-A 026 AC	His 1His-A 051 GLN	Sci 1Sci-A 016 AQ
14:40	Geo 1Geo-A 063 MK	Phy 1Phy-A PE1 NNA	His 1His-A 051 GLN	Mat 1Mat-5.1 001 BC	Sci 1Sci-A 016 AQ
15:20	Rel 1Rel-A 026 AC	DW 1DW-A 039 JB			

Circled in Yellow: **Subject**/Circled in purple: **Classroom**/

Circled in red: **Teacher's initials**

Colour code the subjects on your timetable and

- ✓ Put the same colour stickers on your books and copies!
- ✓ At home, keep a copy of the timetable on the fridge & in your study area
- ✓ You are not expected to know your timetable by heart!
- ✓ Look at your timetable in your homework journal the end of each class to find out what subject you have next.

SUBJECTS

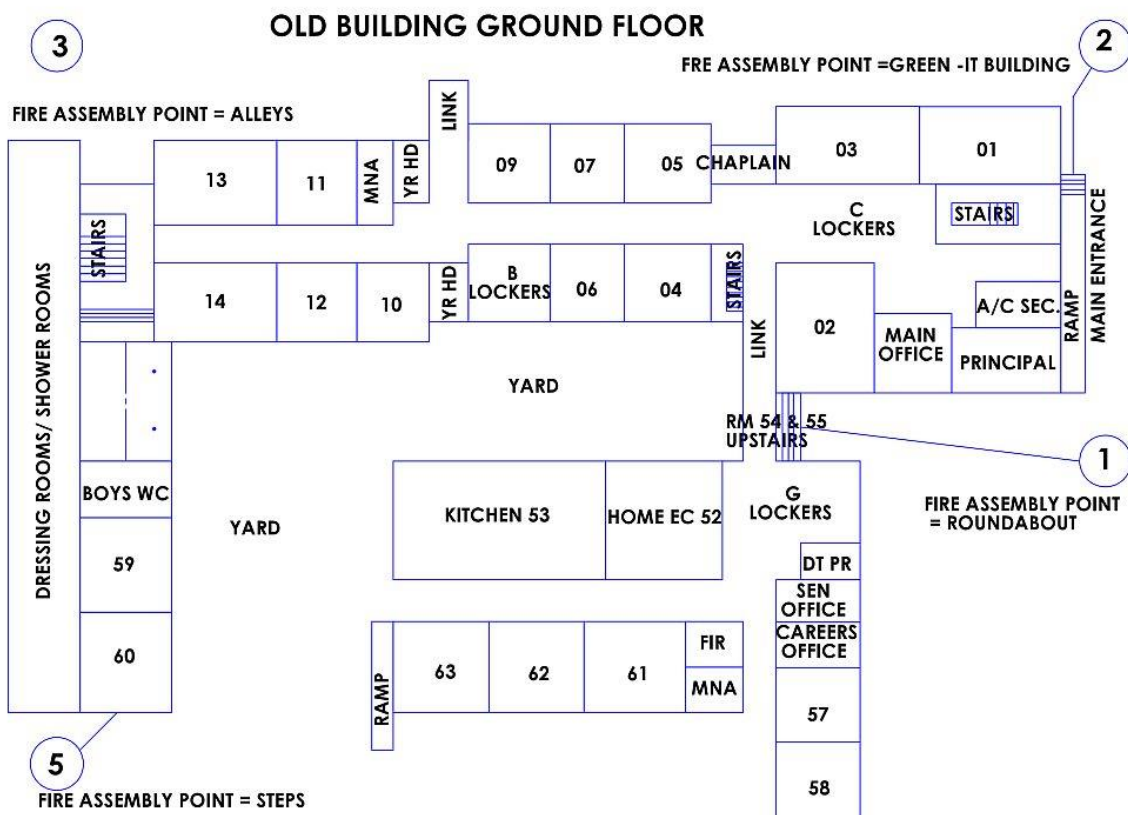
All First Year students study the following core subjects:

SUBJECT	ABBREVIATION		SUBJECT	ABBREVIATION
English	ENG		French OR	FR
Irish	IR		German	GER
Maths	MAT		Business Studies	BUS
History	HIS		C.S.P.E (Civic, Social and Political Education)	CSPE
Geography	GEO		P.E (Physical Education)	PHY
Science	SCI		Religious Education	REL
Digital Wellbeing	DW		S.P.H.E (Social, Personal and Health Education)	SPHE

In addition to the above subjects all students must choose **one** subject from the list of optional subjects:

- ✓ Classical Studies = CST
- Material Technology Wood = MTW
- ✓ Art, Craft and Design = ART
- Home Economics = HOM EC
- ✓ Technical Graphics = TG
- Music = MUS

SCHOOL FLOOR PLAN



Main entrance

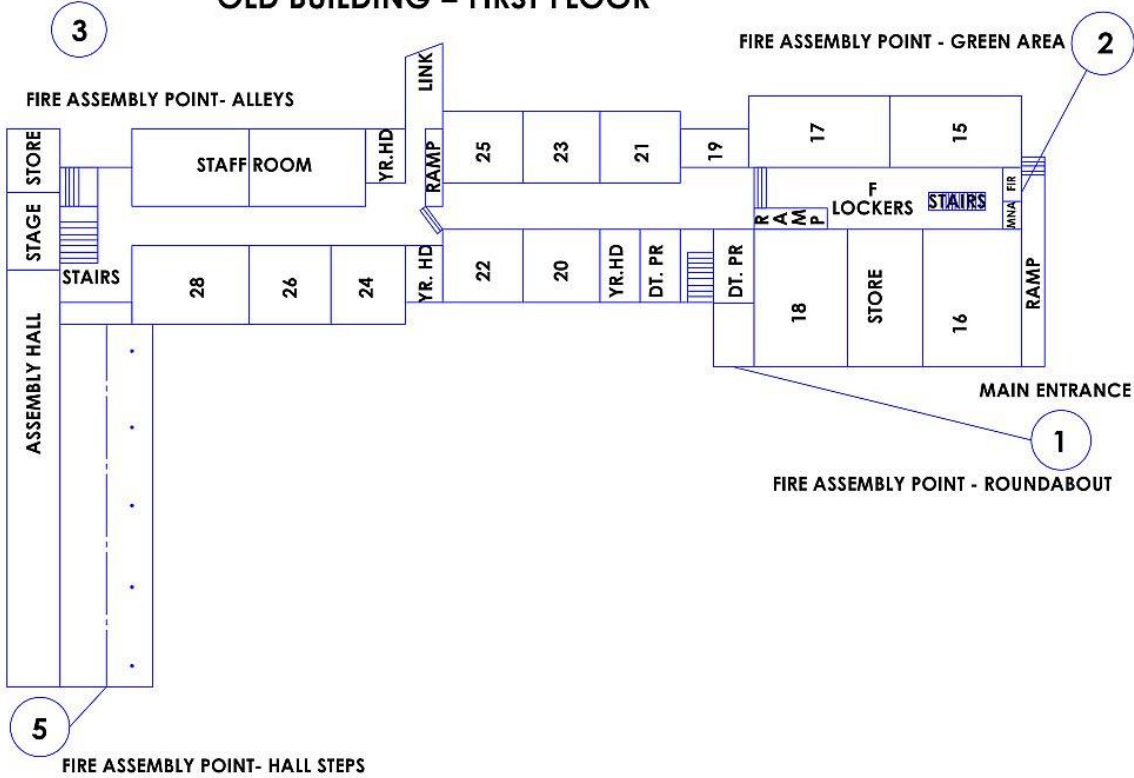


Main office

****TIP****

Locate on the map the classrooms in which your classes are held

OLD BUILDING = FIRST FLOOR



Year Head Office, opposite Room 24
(Top Floor, Old Building)

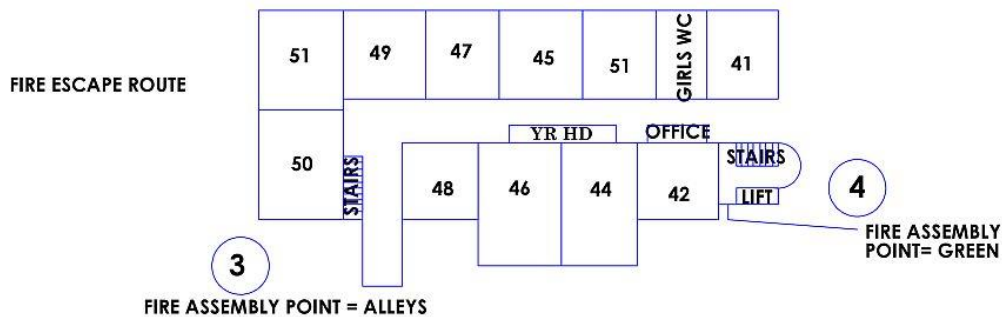


Ms Fionnuala Kelly (Year Head)

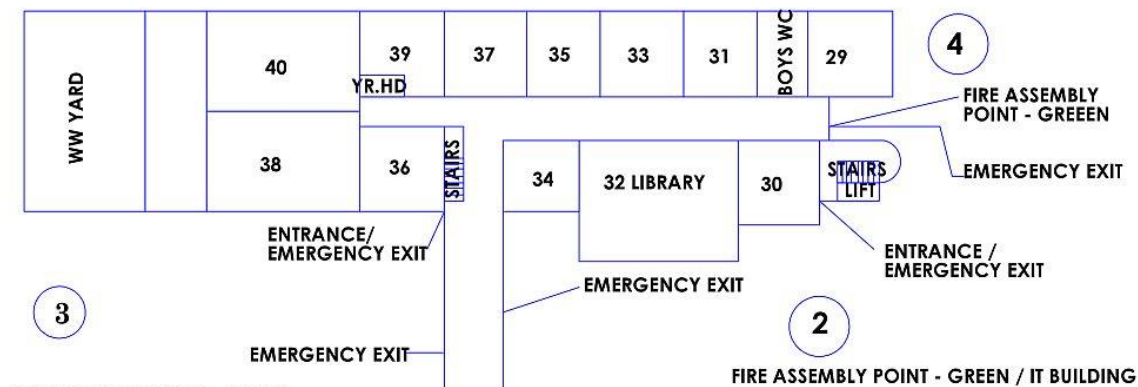
****TIP****

Locate on the map the classrooms in which your classes are held

NEW BUILDING:



NEW BUILDING- UPPER FLOOR



NEW BUILDING - LOWER FLOOR



New building



Bottom link corridor between old and new buildings

****TIP****

Locate on the map the classrooms in which your classes are held

SCHOOL DIARY

You will be given your School Diary on your first day at school.

Make sure to write your name on it.

Write down your timetable in the inside cover page and colour-code it.

Keep your diary on your desk at all times.

Record your homework in your diary at the end of every class.



Homework may include:

- Written assignments,
- Learning assignments, memorising, note making or mind maps
- Revision work, written or learning.
- Reading, listening or watching subject-related material.
- Collecting or researching information.
- Solving problems.
- Practical work practice, oral, music, art etc.
- Preparing work, essays, presentations, debates, reports etc.
- Preparing for class test.

MOBILE PHONES

The use of mobile phones is only permitted during small and lunch breaks. Phones should be powered off (NOT put on silent) during and between classes. Students are not allowed to take photographs of or record other students or staff or upload students/staff/school activities onto social network sites. There are serious disciplinary consequences, should this happen.

****TIPS****

- Keep your diary on your desk at all times
- Look at your timetable in your school diary at the end of each class to find out what subject you have next.
- Only use your mobile phone at break-times

LOCKERS



Unfortunately, due to Covid-19, lockers will not be available at the beginning of this school year. The situation may be revised at a later stage, in accordance with the evolving Covid-19 situation.

BOOKS AND COPIES

All the books you need are listed on the booklist.

Each teacher will inform students of the number and types of copies etc. to be purchased.

Make sure your name is written on all books and copies.

We recommend that all First Year students use heavy-duty plastic zipped folders for each subject so that they can keep all the class materials of a specific subject together (i.e. textbook, workbook and copy).



These zipped folders should bear the name of the student and the name of the subject.

PENCIL CASE

Your pencil case should contain different colour biros, lead pencils, a glue stick, a rubber, highlighters, a ruler, a sharpener and a Casio FX83GT Calculator. Label the pencil case and the calculator.



****TIPS****

- Colour code your books and copies as on your timetable
- Keep books and copies for each subject in a labelled zipped folder
- Write your name inside your books, copies, pencil case and on folders

EATING AND DRINKING

Do not forget to bring a substantial snack for small break as you may have 4 classes before lunch time!

CANTEEN

The canteen is situated in the old part of the school and is open during small break and at lunch time.

You can buy rolls, soup, yogurt, hot and cold beverages, etc.

You can also bring your own lunch and eat at one of the tables in the canteen.

TUCK SHOP

The Tuck shop is located in the Assembly Hall and is open during small break and at lunchtime. You can buy a variety of snacks and beverages here.

BOTTLE FILLING STATIONS

We have three water dispensers where you can refill your reusable water bottle. These also act as water fountains. We hope to be plastic bottle-free in the near future.



****TIP****

- Buy a reusable water bottle
- Make sure to dispose of any rubbish in the bins located all over the school

VARIOUS CLASSROOMS



Typical classroom



DCG Room (Room 39, Ground Floor, New Building)



Science lab (Room 15, First Floor, Old Building)



Art room door (Room 11, Ground Floor, Old Building)



Woodwork room (Room 38, Ground Floor, New Building)



Home Economics room (Room 53, Ground Floor, Old Building)

EXTRA-CURRICULAR ACTIVITIES

St. Flannan's College offers a broad programme of extra-curricular activities.

Students are encouraged to take part in these activities and participation is a healthy and a very good way to make friends.

A selection of our extra-curricular activities can be seen below:

Camogie	Basketball	Handball
NASA Club	Hurling	Green Schools
Choir	Book club	Athletics
Traditional Group	And much more!	







****TIP****

Engaging in different extracurricular activities will you settle into school and make new friends.

STAFF

SENIOR MANAGEMENT

Principal	Father Ignatius McCormack	
Deputy Principal	Mr Donal Cahir	
Deputy Principal	Mr Mike McInerney	
Deputy Principal	Mr John Minogue	

Administration:

- School Secretaries: Ms Anne Carpenter & Ms Susan Ryan
- Accounts: Ms Tracey O'Donohue

Caretakers: Mr Patrick Wilkie and Mr Mossy Angland

Ancillary Staff: Ms Mary Cronin and Ms Carmel Queally

Special Needs Assistants: Ms Bernie Gregan, Ms Renee Kelly, Ms Deirdre Reidy, Marie Moloney, Ms Siobhán Dileen

TEACHING STAFF

TEACHERS' NAMES	INITIALS ON TIMETABLE	SUBJECT/S TAUGHT
Ms Black	MB	Religion
Ms Bradley	LB	English and Geography
Mr Brennan	GB	Irish and PE
Mr Browne	JB	Technical Graphics, Materials Technology, Construction Studies & Computers
Ms Buckley	CBY	French
Mr Bugler	BB	DCG and SPHE
Ms Campion	MC	Career Guidance
Ms Cleary	BC	Maths
Ms Collins	AC	Religion and English
Mr Collins	JCO	PE, CSPE, SPHE and SET
Mr Conneely	JC	Science and Physics
Mr Connole	JCE	Geography
Ms Considine	TCO	Maths and Physics
Ms Culleton	JKC	German and Business
Mr Curtin	EC	Business, Maths and Economics
Ms Darcy	JD	English and History
Mr Delaney	JDL	French and CSPE
Ms di Francesco	CF	French and German
Mr Donnellan	MD	Materials Technology, Construction Studies, DCG & Computers
Mr Duggan	BD	English and History
Ms Dunne	ED	Home Economics
Ms Durcan	OD	Irish and Geography
Mr Geraghty	PG	History, Geography and SET
Mr Giblin	EG	SET
Ms Hayes	MHA	Japanese
Mr Horgan	MLH	Science and Biology
Mr Howard	BH	Art
Ms Howley	UHW	Career Guidance
Ms Keane	MKE	French and German
Ms Kelleher	BKR	English and History
Mr Kelly	DK	Business, Economics & LCVP
Ms Kelly	FK	Science, Biology & Ag. Science
Mr Kelly	MK	Geography and History
Mr Kelly	TK	Business, Economics, CSPE and SPHE
Ms Keogh	FKH	Irish and History
Ms Knowles	SK	Irish and Geography
Mr Lenihan	GLN	English and History
Ms Lillis-Wallace	TL	Business and LCVP
Ms Linnane	LL	Science, Biology & Maths
Ms Lynch	GL	Business and Accounting
Ms Lynch	PLH	Maths and Religion
Mr McCarthy	SMC	Geography and History

TEACHERS' NAMES	INITIALS ON TIMETABLE	SUBJECTS TAUGHT
Ms McGann	AMG	SET and PE
Ms McMenamin	BMM	Career Guidance
Ms Maher	KM	English and History
Mr Marrinan	JMN	PE and SET
Ms Melody	TM	French
Ms Molloy	BM	English, History & CSPE
Mr Mulkere	JMU	Classical Studies, English & History
Ms Murphy	EM	Irish and Geography
Ms Ní Chlochartaigh	MNC	Irish and English
Ms Naughton	AN	Science, Chemistry, Biology & Maths
Mr Noonan	DN	Business, Economics, Accountancy and Maths
Ms Noonan	GN	Science, Chemistry, Biology & Maths
Ms O'Brien	COB	Irish
Ms O'Brien	NB	Maths and English
Mr O'Connor	JsOC	Business and Economics
Mr O'Connor	JNOC	Business, Economics & History
Ms O'Donoghue	NOD	English and Religion
Mr O'Grady	KOG	Geography
Ms O'Halloran	NNA	Irish and PE
Ms O'Neill	BON	Irish and Religion
Ms O'Reilly	ROR	Maths
Ms O'Shea	MOS	Maths, Science & Chemistry
Mr O'Shea	TOS	Materials Technology and Construction Study
Ms Percy	PP	Science, Maths & Biology
Ms Quane	NQ	French and Religion
Ms Quinlivan	AQ	Science, Biology and SPHE
Ms Reen	BR	German
Ms Rooney	FR	Music
Ms Ryan	CR	PE, Geography and SET
Mr Ryan	MR	Maths and Physics
Mr Ryan	PHR	Maths and Business
Ms Savage	DS	German and SET
Ms Scully	DSC	Maths and Biology
Ms Scully	MS	Science, Maths and Chemistry
Mr Sexton	PS	Maths and Agricultural Science
Ms Shanahan	NS	Religion and Economics
Mr Shannon	GS	Irish and French
Mr Vaughan	DV	English and History
Ms Vaughan	EV	Irish
Ms Walsh	SW	Business, Maths, Accountancy and LCVP
Ms Ward	MEW	Art, CSPE and SPHE
Ms Weherly	CWY	Science, Biology and Ag. Science
Ms Wynne	BW	Business and LCVP

STUDENT SUPPORT:

Your **Class Tutor** can help if:

- You have questions about your new school
- You don't understand your timetable
- You are unsure of the school rules
- You are finding it hard to settle into your new school

Your **Year Head:**

- Is the link person between home and school for your year group.
- Provides support to you if you are struggling to settle into school.
- Monitors the students' conduct and progress.
- Makes sure that students are following the Code of Behaviour.

Your **Guidance Counsellor:**

- Will support you if you need someone to listen to any worries or concerns you have about school or at home.
- Will help with you learn about learning: examination techniques, effective study, subject choices, etc.
- Will help you with your own life: how to make important decisions, relationships, plans, feelings, moods, etc.

Your **Subject Teachers** can help if:

- You are worried about class work.
- You can't do all of your homework.
- You have questions about something that you don't understand in class.
- You have trouble with your books.

What to do if...

I AM ABSENT	Your Parent/Guardian should contact the school to inform your Year Head.
I AM LATE	Sign "The Late Book" in the main office.
I NEED TO LEAVE SCHOOL EARLY	Your Parent/Guardian must sign a note from the school diary. Show it to your Year Head who will then give you a sign-out pass. If your Year Head is not available, the Principal/Deputy Principal can give you a pass. Give your pass to the Main Office and wait to be collected by your parent/guardian who must sign the "Sign-out book" at reception.
I CANNOT FIND MY CLASSROOM	Ask any teacher or student you see on the corridor
I NEED TO USE THE BATHROOM URGENTLY	Students should use the bathroom before 9am, at break and at lunch. Do not go to the toilet between classes unless you have first received your teacher's permission. If you really must go to the toilet during class, ask permission from the class teacher.
I AM HAVING DIFFICULTIES WITH A SUBJECT	Tell your subject teacher first and talk to your Class Tutor or Year Head
I CANNOT SEE THE BOARD WELL IN CLASS	Tell your teacher and ask to sit in the front of the class
THE FIRE ALARM RINGS	Follow the teacher's instructions. Do not panic.
SOMEONE IS BULLYING ME/A STUDENT	Inform your Year Head
I FEEL ILL/HAVE AN ACCIDENT	Tell your subject teacher and report to the Main Office.
I LOSE OR FIND SOMETHING	Report it to the Main Office.
I AM WORRIED ABOUT SOMETHING IN SCHOOL	Speak to your parents, Class Tutor, Year Head or Guidance Counsellor
I LOSE MY LOCKER KEY	Report it to the Main Office.
SOMETHING BAD HAPPENED AT HOME	Speak to any teacher/Year Head/Guidance Counsellor
SOMETHING BAD HAPPENED ON THE WAY TO SCHOOL	Speak to any teacher.