



Dear Parent/Guardian

June 2021

3<sup>rd</sup> Year Summer Reports will be posted home shortly. 1<sup>st</sup>, 2<sup>nd</sup>, T.Y. and 5<sup>th</sup> Year will be available online at <https://sfc.vsware.ie> after 18<sup>th</sup> June. If, at that stage, you have not received a link to your child's report please contact the school on [info@stflannanscollege.ie](mailto:info@stflannanscollege.ie). The school calendar is also enclosed and students should note the date and details of return to school. Books are not required on the first day. With the exception of T.Y. students will be divided into groups on the first day. After the first day it will be full days for all students. Please note that all dates are provisional due to the changing advice from the government on return to school and all school guidance related to this.

**Student Enrolment** If your son/daughter is not returning to St. Flannan's College please inform the school in writing as soon as possible as there is a waiting list for vacancies which may arise.

**Visitors** All visitors including Parents/Guardians must report to reception upon entering the school and sign the visitors' book. In relation to dropping off items for students a box marked "student collection" is available outside the office door. Parents/guardians can make arrangements with their child to collect items from there. The school accepts no responsibility for items left for collection. In case of emergency parents/guardians are welcome to bring items directly to the office.

**Contact Details** It is important that the school has up to date contact details for every student. Please inform us of any changes of address or telephone number particularly mobile phone numbers as this is critical in the event of an emergency or illness. You will also receive text alerts from the school using the number you have on file. Updated details should be sent by letter or e-mailed. We cannot take updated information over the phone.

**Uniform** School uniform is a compulsory requirement of the Behaviour Code of St. Flannan's College and is an important aspect of school discipline. Students must be in full school uniform and note that white runners are not acceptable, neither are grey jeans or grey tracksuit pants. The school uniform is available from McCannon's, Market Street and Pyne's Abbey Street, Ennis. The Department of Social Welfare supports families who may need assistance through the Back to School Clothing and Footwear scheme. Families should contact the Department of Social Welfare directly. Students are expected to present in a well-groomed manner taking due care that their uniform is well maintained. Students may wear jackets of their own choice to and from school but are NOT permitted to wear hoodies in school. Offensive logos or language on clothing will not be tolerated.

**School Diary** A school homework diary is compulsory for all students and will be distributed to students on the first day of term. It is an important way of tracking homework and Parents/Guardians should sign the diary daily. The cost of the diary is included in the Insurance/Administration contribution.

**Insurance/Administration Contribution** The contribution is eighty euro per student. Parents/Guardians experiencing financial difficulty should contact me directly. Parents/Guardians can contribute through Way2Pay which is located on the top school website home page – [www.stflannanscollege.ie](http://www.stflannanscollege.ie)

**Lockers** Students who have reserved a locker should bring a lock on the first day of term as lockers will be allocated. Please note students are allocated a locker number upon their return and cannot use any locker other than the one issued to them.

**Fifth Year Subject Choice** While every effort is made to facilitate student subject choices in Fifth Year changes to staffing allocation may impact on what the school can reasonably provide. We will allow for a certain amount of

flexibility in changing subject choices but again constraints outside of our control may impact upon that flexibility. Fifth year Book list is enclosed and students are advised not to purchase books until subjects and levels are finalised.

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**Mobile Phones** While I appreciate the importance of being able to communicate with your son/daughter in the case of emergency, mobile phones should not be used during or between classes as this leads to disruption of the teaching and learning environment. Please refer to our mobile phone policy on the school web site. Students are not permitted to take photographs of other students or staff, record other students or staff or upload students/staff/school activities onto social network sites. There are serious disciplinary consequences should this happen. If your son/daughter uses social network sites then it is important that Parents/Guardians monitor such sites regularly.

**Smoking** State legislation requires that the school is maintained as a smoke free zone which includes school grounds and facilities. Students found smoking or vaping in the school building will incur a three day suspension and if smoking or vaping on school grounds a one day suspension will be imposed. Please note e-cigarettes are included in this policy.

**Attendance** Regular and punctual attendance for the full school day is vitally important for effective learning and social integration. Students who are late for school disrupt the teaching and learning environment for other students and must provide a written explanation to their Year Head and sign the late book in the school office otherwise they will be recorded as absent. In the case of a student having to leave school to attend appointments during the school day, they must present a note from home in order to get a sign-out pass from the Year Head or Deputy Principal, sign out at the school office and upon returning to school sign in again. Parents/Guardians when they collect the student from the office, must also countersign the student's details on the sign out book. There is no requirement to come in with the student upon their return to school. In the event of a student becoming ill during the school day, school personnel will contact the Parent/Guardian and arrange for the student to be collected from school. Students cannot leave the school without being collected by a parent/guardian or person nominated by the parent/guardian. If a person other than a parent/guardian is collecting a student this should be noted on the note presented to the Year Head or Deputy Principal.

**Student Photography** Photographs of student participation in school events may be published in school material such as the prospectus, the school newsletter, school website or local papers. If you do not wish such photographs of your son/daughter to be published please inform the school in writing.

**Medication** For Parents/Guardians who arrange to have any type of medication held in the school for their child we wish to clarify that it is the responsibility of the parent/guardian and not the school to ensure that the medication and instructions are in date at all times. For students over eighteen who are responsible for their own medication and wish to have medication held in the school the same responsibility applies.

**Transition Year and L.C.V.P. Work Experience** – Dates will be finalised at a later stage.

**Traffic on School Grounds** We have repeatedly requested that parents do not drive onto the school grounds when dropping off students. Unfortunately, our request is largely ignored. You are compromising the safety of students by persistently ignoring our reminders. Please co-operate with us by not driving onto the school grounds to drop off or collect your son/daughter. Parents/Guardians of students with mobility special needs please contact the school office to make arrangements with the Principal in this matter.

We look forward to seeing you in September and hope you all have a happy and enjoyable summer.

Yours Sincerely

Fr. Ignatius McCormack

Principal

## ST. FLANNAN'S COLLEGE – SCHOOL CALENDAR 2021 – 2022

Please note that all dates are provisional and may be subject to change

[Please Note: This is a three page document](#)

### RETURN TO SCHOOL DATES AFTER SUMMER HOLIDAYS

Date	Student Group	Times
Monday 30th August	<b>1<sup>st</sup> Year Induction</b> Classes 1A, 1B, 1C & 1D Classes 1E, 1F, 1G, & 1H	9am 11am
	<b>You will receive a text before opening date informing you which class group you are in</b>	
Tuesday 31 <sup>st</sup> August	All 1 <sup>st</sup> Year groups to attend their timetabled classes 1A-1H	9am
Wednesday 1 <sup>st</sup> September	<b>6<sup>th</sup> Year return to school &amp; Covid induction</b> 6A, 6B, 6C, 6D & 6E 6F, 6G, 6H, 6I & 6J	9am 11am
Thursday 2nd September	<b>3<sup>rd</sup> Year return to school &amp; Covid induction</b> 3A, 3B, 3C & 3D 3E, 3F, 3G & 3H	9am 11am
Friday 3 <sup>rd</sup> September	<b>5<sup>th</sup> Year return to school &amp; Covid induction</b> 5A, 5B, 5C, 5D & 5E 5F, 5G, 5H, 5I & 5J	9am 11am
Monday 6th September	<b>2nd Year return to school &amp; Covid induction</b> 2A, 2B, 2C & 2D 2E, 2F, 2G & 2H	9am 11am
Tuesday 7 <sup>th</sup> September	<b>Transition Year return to school &amp; Covid induction</b> TY1, TY2, TY3 & TY4	9am

[The school will send a reminder by text the week before reopening with the student's class included](#)

**PARENT/TEACHER MEETINGS** – Parent(s)/Guardian(s) should ask their child to provide a list of their teachers for the Parent/Teacher Meetings. **On each of these days school will finish fifteen minutes early at 3.45p.m.**

<b>3<sup>rd</sup> Yr</b>	<b>19<sup>th</sup> October (Tuesday) 2021</b>
1 <sup>st</sup> Yr	2 <sup>nd</sup> November (Tuesday) 2021
<b>6<sup>th</sup> Yr</b>	<b>7<sup>th</sup> December (Tuesday) 2021</b>
2 <sup>nd</sup> Yr	10 <sup>th</sup> January (Monday) 2022
<b>5<sup>th</sup> Yr</b>	<b>24<sup>th</sup> January (Monday) 2022</b>
T.Y.	24 <sup>th</sup> January (Monday) 2022

### HOLIDAY BREAKS – 2021 - 2022

<b>October Mid Term</b>	<b>Mon. 25<sup>th</sup> October to Friday 29<sup>th</sup> October 2021 inclusive. School resumes Monday 1<sup>st</sup> Nov. at 9.00a.m.</b>
Christmas	Thursday 23 <sup>rd</sup> December to Wednesday 5 <sup>th</sup> January inclusive. There will be school on Wednesday 22 December 2021 and first day of school after Christmas will be Thursday 6 <sup>th</sup> January 2022
<b>February Mid-Term</b>	<b>Monday 21<sup>st</sup> February to Friday 25<sup>th</sup> February inclusive. School resumes on Monday 28<sup>th</sup> February 2022.</b>
St. Patrick's Day	Thursday 17 <sup>th</sup> March 2021 and Friday 18 <sup>th</sup> March. School resumes Monday 21 <sup>st</sup> March at 9.00a.m.
Easter	Monday 11 <sup>th</sup> April to Friday 22 <sup>nd</sup> April inclusive. School will be held on Friday 8 <sup>th</sup> April and the first day after holidays will be Monday 25 <sup>th</sup> April.
May Bank Holiday	Monday 2 <sup>nd</sup> May 2022.



The following is the structure of the school day for the coming year. Please note there is just ONE small break at 11.00a.m. for 20 minutes.

There is a split lunch.

First lunch is at 12.40 p.m. to 1.20p.m.

Second lunch is 1.20p.m. to 2.00p.m.

This year individual year groups will have their lunch at the same time e.g. all 2<sup>nd</sup> years will be off at the same time.

Small Break at 11:00 with lunch at 12:40

Start Time	3 Classes			Small Break	2 Classes		Lunch	4 classes Mon & Tues 3 classes Wed-Fri			Mon-Tue Only
9am	9:00 – 9:40	9:40 – 10:20	10:20-11:00	11:00-11:20	11:20-12:00	12:00-12:40	12:40-1:20	1:20-2:00	2:00-2:40	2:40:3:20	3:20-4:00

Small Break at 11:00 with lunch at 1:20

Start Time	3 Classes			Small Break	3 Classes			Lunch	3 classes Mon & Tues 2 classes Wed-Fri		Mon-Tue Only
9am	9:00 – 9:40	9:40 – 10:20	10:20-11:00	11:00-11:20	11:20-12:00	12:00-12:40	12:40-1:20	1:20-2:00	2:00-2:40	2:40:3:20	3:20-4:00