

# ST. FLANNAN'S COLLEGE



## INFORMATION BOOKLET FOR FIRST YEAR STUDENTS 2021-2022

**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!

## **TABLE OF CONTENTS**

Information booklet for 1 <sup>st</sup> Year Students 2021-2022	p.1
Welcome to St. Flannan's College	p.2
Table of contents	p.3
Message from Principal	p.4
Message from Year Heads	p.4
Main differences between Primary and Post-Primary schools	p.5
Daily routine	p.6
First day of school	p.7
Timetable	p.8
Subjects	p.9
School floor plan – Old building – Ground floor	p.10
School floor plan – Old building – First floor	p.11
School floor plan – New building – Ground floor and First Floor	p.12
School Diary	p.13
Mobile phones	p.13
Lockers	p.14
Books and copies	p.15
Pencil Case	p.15
Canteen, tuck shop and bottle filling stations	p.16
Various classrooms	p.17
Extra-curricular activities	p.19
Senior School Management	p.20
Administration, Caretakers, Ancillary Staff and Special Needs Assistants	p.20
Teaching Staff	p.21
Support team	p.23
What to do if...	p.24

### **MESSAGE FROM OUR PRINCIPAL, Father Ignatius McCormack**

As Principal teacher here in St Flannan's college I warmly you the 1st year class of 2021 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 HEADS, Mr O'Connor & Ms Lynch**

Firstly, we would like to welcome you all to St. Flannan's College. We are sure that you are all very excited about starting your new journey in secondary school.

This can be a very exciting time filled with lots of change, new experiences, and opportunities to develop and meet new people. It's important to try new things. Give sports and clubs a go. It's a great way to meet new friends.

It's understandable to feel a sense of worry and nervousness before you start secondary school. This is perfectly normal. We, as a school community, are here to support you as you embark on your 5/6-year journey with us. Remember: If you need help don't be afraid to ask. We are here to help.

We are looking forward to meeting you all and hope your years in St Flannan's College are happy, fruitful and a time that will be treasured.

Mr James O'Connor (1A – 1F)

Ms Lynch (1G-1I)

## **MAIN DIFFERENCES BETWEEN PRIMARY AND SECONDARY SCHOOL:**

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

Here are some of them:

<b>PRIMARY SCHOOL</b>	<b>SECONDARY SCHOOL</b>
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**

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

**\*\*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 **Monday, 30<sup>th</sup> August, from 9.00a.m. (for 1A to 1E) and from 11.00a.m (for 1F to 1I) to 4.00p.m.** Listen carefully to the instructions given on Monday, 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 Monday, 30<sup>th</sup> August and Tuesday, 31<sup>st</sup> August. 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 MONDAY, 30<sup>th</sup> AUGUST:**



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 schoolbooks).
- The day will consist of the following:
  - allocation to class groups,
  - distribution of School Diary,
  - meeting with Year Head
  - tour of the school, etc.

The Cat4 Aptitude Test will take place on Tuesday 31<sup>st</sup> August. 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 - 09:40	<b>Geography</b> 1Geo-A 005 Mr J Conole	<b>Religious Education (JC Exam)</b> 1Rel-A 021 Ms M Black	<b>Irish</b> 1Iri-1.1 028 Ms B O'Neill	<b>Social, Personal and Health Education</b> 1SPHE-A 032 Mr G Brennan	<b>Religious Education (JC Exam)</b> 1Rel-A 021 Ms M Black
09:40 - 10:20	<b>Irish</b> 1Iri-1.1 028 Ms B O'Neill	<b>Materials Technology (Wood)</b> 1MTW-7.2 038 Mr M Donnellan	<b>Mathematics</b> 1Mat-5.1 014 Mr P. Ryan	<b>Religious Education (JC Exam)</b> 1Rel-A 021 Ms M Black	<b>Irish</b> 1Iri-1.1 028 Ms B O'Neill
10:20 - 11:00	<b>Science (JC - Revised Syllabus)</b> 1Sci-9.6 020 Ms L Linnane	<b>Materials Technology (Wood)</b> 1MTW-7.2 038 Mr M Donnellan	<b>Geography</b> 1Geo-A 005 Mr J Conole	<b>German</b> 1Ger-3.5 049 Ms B Reen	<b>Materials Technology (Wood)</b> 1MTW-7.2 038 Mr M Donnellan
11:00 - 11:20					
11:20 - 12:00	<b>Science (JC - Revised Syllabus)</b> 1Sci-9.6 020 Ms L Linnane	<b>English</b> 1Eng-A 033 Ms N O'Donoghue	<b>Science (JC - Revised Syllabus)</b> 1Sci-9.6 020 Ms L Linnane	<b>Physical Education (JC - Revised Syllabus)</b> 1Phy-A PE2 Ms A McGann	<b>Materials Technology (Wood)</b> 1MTW-7.2 038 Mr M Donnellan
12:00 - 12:40	<b>German</b> 1Ger-3.5 049 Ms B Reen	<b>History</b> 1His-A 063 Mr M Kelly	<b>English</b> 1Eng-A 033 Ms N O'Donoghue	<b>Physical Education (JC - Revised Syllabus)</b> 1Phy-A PE2 Ms A McGann	<b>History</b> 1His-A 063 Mr M Kelly
12:40 - 13:20			<b>German</b> 1Ger-3.5 049 Ms B Reen		<b>Business Studies</b> 1Bus-A IT1 Ms B Wynne
13:20 - 14:00	<b>English</b> 1Eng-A 033 Ms N O'Donoghue	<b>German</b> 1Ger-3.5 049 Ms B Reen		<b>Mathematics</b> 1Mat-5.1 012 Mr P. Ryan	
14:00 - 14:40	<b>Business Studies</b> 1Bus-A IT1 Ms B Wynne	<b>Business Studies</b> 1Bus-A IT1 Ms B Wynne	<b>Civic, Social and Political Education</b> 1CSPE-A 004 Ms T. Melody	<b>Geography</b> 1Geo-A 005 Mr J Conole	<b>English</b> 1Eng-A 033 Ms N O'Donoghue
14:40 - 15:20	<b>Digital Wellbeing</b> 1DW-A IT1 Mr D Noonan	<b>Science (JC - Revised Syllabus)</b> 1Sci-9.6 020 Ms L Linnane	<b>Business Studies</b> 1Bus-A IT1 Ms B Wynne	<b>History</b> 1His-A 063 Mr M Kelly	<b>Mathematics</b> 1Mat-5.1 007 Mr P. Ryan
15:20 - 16:00	<b>Mathematics</b> 1Mat-5.1 029 Mr P. Ryan	<b>Irish</b> 1Iri-1.1 028 Ms B O'Neill			

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

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



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**

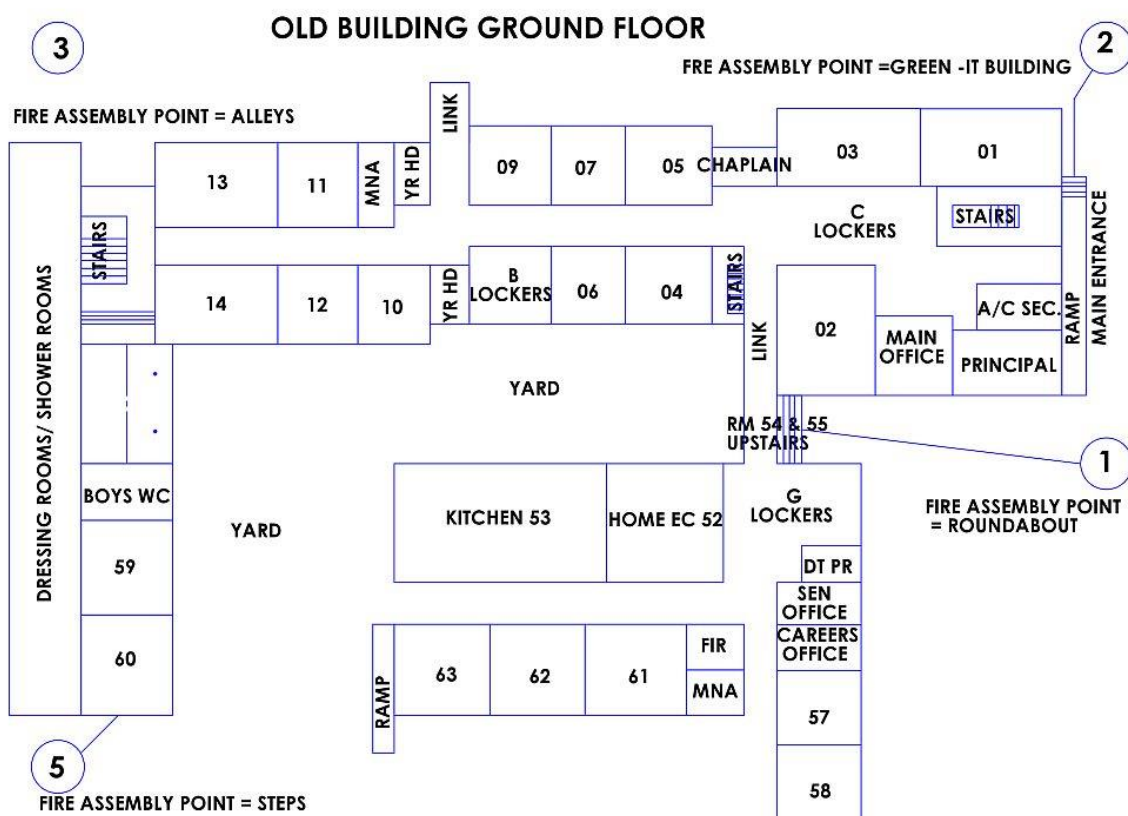
All First Year students study the following core subjects:

<b>SUBJECT</b>	<b>ABBREVIATION</b>		<b>SUBJECT</b>	<b>ABBREVIATION</b>
English	ENG		French <b>OR</b>	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:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>✓ Classical Studies = CST</li> <li>✓ Art, Craft and Design = ART</li> <li>✓ Technical Graphics = TG</li> </ul> | <ul style="list-style-type: none"> <li>Material Technology Wood = MTW</li> <li>Home Economics = HOM EC</li> <li>Music = MUS</li> </ul> |
|---|--|

## SCHOOL FLOOR PLAN



Main entrance



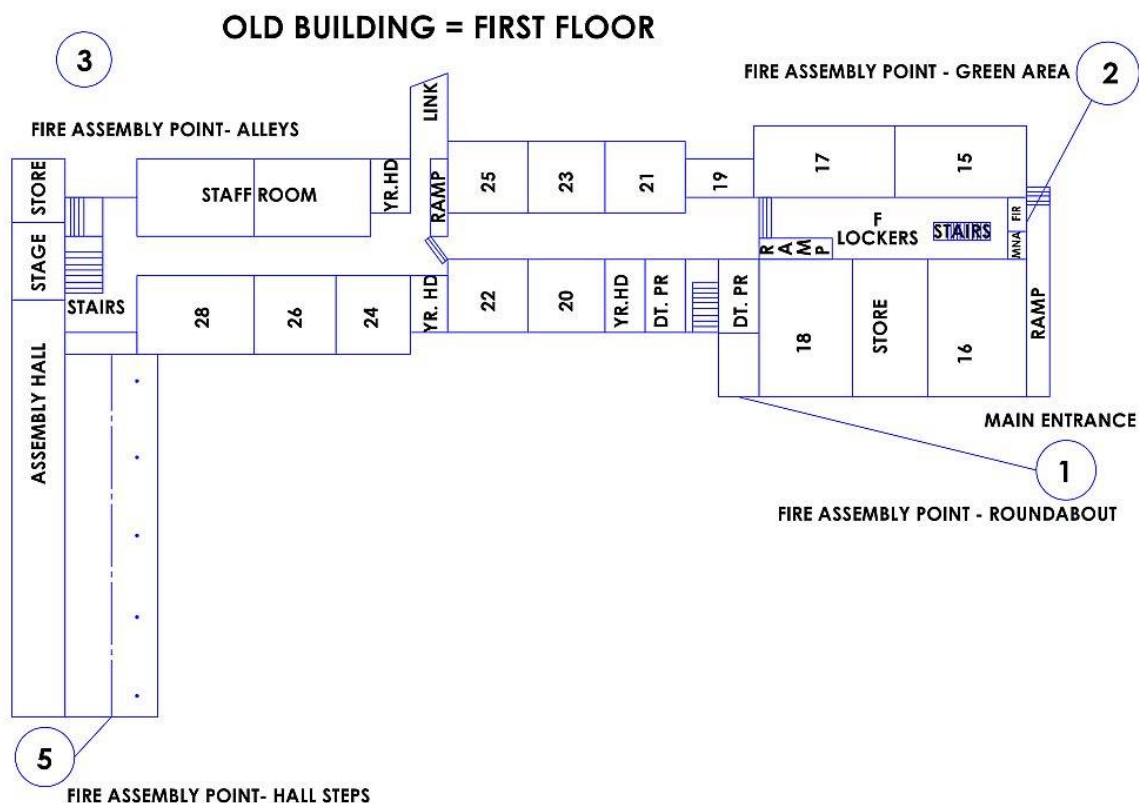
Main office



Ms Lynch's office is located near Room 52 (Home Ec Room)

**\*\*TIP\*\***

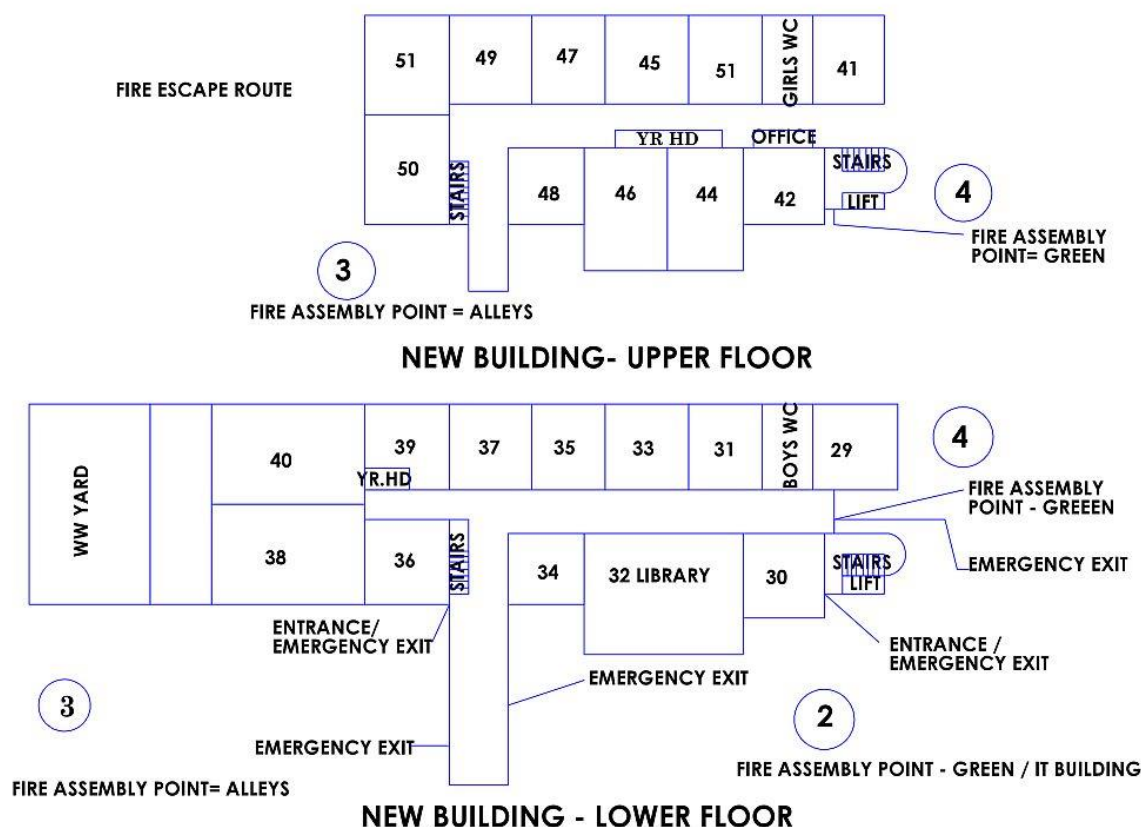
Locate on the map the classrooms in which your classes are held



**\*\*TIP\*\***

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

## NEW BUILDING:



New building



Bottom link corridor between old and new building



Mr O'Connor's office is near Room 44

**\*\*TIP\*\***

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

## SCHOOL DIARY

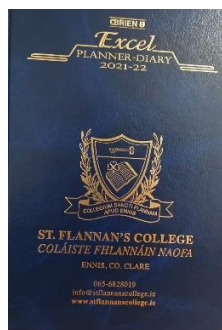
You will be given your School Diary on your first day at school.

Make sure to write your name on it.

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

Always keep your diary on your desk.

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\*\*

- Always keep your diary on your desk
- 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 biro, 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 will have 3 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**

<b>Principal</b>	Father Ignatius McCormack	
<b>Deputy Principal</b>	Mr Donal Cahir	
<b>Deputy Principal</b>	Mr Mike McInerney	
<b>Deputy Principal</b>	Ms Grainne Lynch	

#### **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 Gegan, Ms Renee Kelly, Ms Deirdre Reidy, Marie Moloney, Ms Siobhán Dileen

## **TEACHING STAFF**

<b>TEACHERS' NAMES</b>	<b>INITIALS ON TIMETABLE</b>	<b>SUBJECT/S TAUGHT</b>
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 Dillon	CDN	Construction Studies
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
Mr Hanrahan	JH	Maths, Science and Chemistry
Ms Hayes	MHA	Japanese
Mr Hennessy	JHE	Business and Economics
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	Irish
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	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
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
Mr 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 Sweeney	KSY	Maths
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.