

# ST. FLANNAN'S COLLEGE



Ennis, Co. Clare, Ireland

Dear Parent/Guardian,

June 2022

Firstly, a warm welcome to your son/daughter as they begin secondary school in St. Flannan's College. Circulars for your attention:

- \* School Calendar
- \* First Year book list – please note – do not buy books for optional subjects
- \* Technology Letter (Phone Use)

**First Day of Term** The first day of term for First Year students is Students should meet in the Assembly Hall (When you come in the main school gate turn left). See school calendar for times. Parents/Guardians will be sent a text closer to the time advising you of the class group your child has been assigned. Students will also receive a link for our induction booklet which will give useful tips on their transition into secondary school. Students should attend in full uniform and are not required to have textbooks on the first day. However a notepad and biro would be useful.

**VSware:** Is the system that our school is using to record exam results & attendance. **To access your VSware account, the school will send you a unique username. Please click on the following link to find details on how to install and set up the App.** [Parent App - Downloading the app and logging in \(vsware.ie\)](https://www.vsware.ie)

**Lockers.** Lockers will be allocated to students who have reserved them. Lock size recommended is 35mm. We do not recommend combination locks. However, students can make their own decision re lock. Please note that students cannot use any other locker other than the one allocated to them.

**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.

**Uniform.** School uniform is a compulsory requirement of the Behaviour Code of St. Flannan's College and is an important aspect of school discipline. The uniform for male students is grey trousers, grey polo shirt, blue jumper both with the school crest and dark shoes. Female students are required to wear either, the school knee length plaid skirt or grey trousers, grey polo shirt, blue jumper both with school crest and dark shoes. Please note white runners are not acceptable neither are grey jeans or grey tracksuit pants. St. Flannan's College school uniform is available from McCannon's, Market Street, Ennis or Pyne's, Abbey Street, Ennis. Students are expected to present in a well-groomed manner taking due care that their school uniform is well maintained. Students may wear jackets of their own choice to and from school however students are NOT permitted to wear hoodies in school. Offensive logos or language on clothing will not be tolerated. Body piercings are not allowed except for earrings (which should be either small studs or sleepers). Facial piercings are not permitted.

**Book Lists.** On the first day of term First Year optional subjects will be allocated, so textbooks for those subjects should not be purchased until your son/daughter's subject option has been confirmed. Please find attached a link for the school book grant for families who may need assistance, <https://www.stflannanscollege.ie/education/school-book-grant/>

**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 are requested to sign the diary daily. The cost of the diary is included in the Insurance/Administration contribution. Most students paid this contribution when they accepted their place in the school. Replacing the school diary costs five euro if required during the school term.

**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.

**Uniform Grants.** The Department of Social Welfare supports families who may need assistance through the Back to School Clothing and Footwear Scheme. To avail of this grant please contact the Department directly.

**Mobile Phones.** Use of mobile phones is not permitted during or between class periods. 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. It would be greatly appreciated if Parents/Guardians did not contact the school office with messages for students except of course in the case of emergency.

**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.

**Lunch Time.** First Year and Second Year students do NOT have permission to go into town at lunch time and must stay on the school grounds where there are canteen facilities. Students may bring their own lunch or purchase lunch. It is in the interest of student care and safety that we do not permit First and Second Year students to leave the grounds. Those students who go home at lunchtime must provide a letter detailing where they will be during lunchtime. Your co-operation is essential in this matter.

**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 and class tend to disrupt the teaching and learning environment for other students. Students who are late must submit the late/absence on the Vs Ware App and sign the late book in the school office otherwise they will be recorded as absent. Please refer to link below on how to submit an absence/late request on Vs Ware.

**Smoking/Vaping.** State legislation requires that the school is maintained as a smoke free zone which includes school grounds and facilities. Please be aware that any student found smoking or vaping in the school building will automatically incur a three-day suspension from school. Students smoking or vaping on the school grounds will incur a one-day suspension. Please note vape and e-cigarettes are included in this Policy.

**Vehicular Access to the School Grounds.** Vehicular access to the school grounds is restricted to Staff and College employees only. Please do not drive into the school grounds. Students should be dropped off on the approach routes to the school grounds. The main gate is not a pedestrian entrance or exit, students should not be dropped off at the main gate. Your co-operation is essential in this matter for the health and safety of all students. Parents/Guardians of students with exceptional needs should contact the school Principal to make access arrangements.

**Leaving School for an appointment:**

In the case of a student having to leave school to attend appointments during the school day, parents/guardians must submit the absence on the Vs Ware App. Absences need to be inputted onto VS Ware before 9am each day. The year head will then approve the absence. Students must then 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. Students must be 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 Vs Ware.

**-Leaving School due to illness:**

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 meeting with their year head or deputy principal for the absence to be recorded. Students must be 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 Vs Ware.

The following link will explain how to submit an absence request on Vs Ware [Parent App - Submit an Absence Request \(vsware.ie\)](https://vsware.ie)

**Under no circumstances can a student leave the school unaccompanied.**

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

Yours sincerely

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Fr. Ignatius McCormack  
Principal

# ST. FLANNAN'S COLLEGE

Ennis, Co. Clare, Ireland.



Re: First Year Students – Phone Use



Dear Parent/Guardian,

Over the past two to three years we in St. Flannan's College have noticed a dramatic change in how incoming first years are accessing technology and how they are using it. When entering first year many students may only in recent months have gained access to their very own mobile phone. The use of this device will increase significantly in their first couple of months in secondary school.

The school outlines very clearly to students on several occasions during the first term what appropriate and inappropriate use of a phone is. Unfortunately, and in spite of this the misuse of this personal technology still occurs. We are asking for your support in ensuring your child's use of his/her mobile phone is very closely monitored and informed by you as to how this technology can be used in a positive manner in their school life and personal life.

The school's SPHE program and Digital Wellbeing class along with several other interventions throughout the year ensures that all first-year students will be engage in activities around the positive use of technology and we believe that this needs to be strongly reinforced in the home environment also.

The School Mobile Phone Policy can be found on the school website on the following link: [B12-Mobile-Phone-Policy.pdf \(stflannanscollege.ie\)](#)

Webwise.ie is the Irish Internet Safety Awareness Centre which is co-funded by the Department of Education and Skills and is a fantastic resource for schools and parents in researching best practice and what to look out for when it comes to teenagers and technology. [Parents - \(webwise.ie\)](#)

**St. Flannan's College – 1<sup>st</sup> Yr. Book List, September 2022 2023**

Note Optional Subject – Books marked with \* should not be purchased until students receive subject option. Students will be allocated option when school re-opens. They will not be available before then. Teachers will inform students of copies etc. to be purchased. Students do not require books on first day of school – please bring biro and note book. Books will be required from the second day of school onwards.

SUBJECT	BOOK	AUTHOR	PUBLISHER	PRICE - APPROX
IRISH	Ta Gaeilge Agam 1 2 Hardback A4 Copy Foclóir Gaeilge-Bearla (dictionary)	R O'Baile	CJ Fallon	€23.20 €2.50 €10 - €15
ENGLISH	Kingdom 1 Textbook & Portfolio Book/Grammar Primer		Educate.ie	€21.95
MATHS	Texts and Tests 1 (New Edition) Casio FX-83GT Calculator Maths Log Book Geometry Set 1 Project Maths Copy		CJ Fallon	€22.05 €20.99 €4.00 €3.95 €1.35
SCIENCE	Sparking Science – Text Book and Skills Book – sold together A4 60 page display folder (Plastic pockets in a book format)	M Gorey/E Morrow/P Scanlon (2020)	Gill	€30.95 €3.50
FRENCH*	Bienvenue en France 1, 4th Edition	Joseph Dunne	Folens	€28.00
GERMAN*	Alles Klar	Declan Webb	Educate.ie	€29.95
HISTORY	Artefact (second edition) + Skills and Supports Book	Gregg O'Neill & Eimear Jenkinson	Educate.ie	€27.95
GEOGRAPHY	Real World Geography 2 <sup>nd</sup> Edition Plus workbook	P Lydon	Folens	€31.70
BUSINESS	Time for Business – New Edition		Edco	€33.95
WOOD* TECHNOLOGY	Wood Technology Book and Work Book New Edition 2019 5 <sup>th</sup> Edition	Michael Cross	Edco	€30.95
GRAPHICS*	Graphics Solutions New Junior Cert Cycle  Discover Graphics	Kora King  T Sheehan and S Costelloe	DCG solutions  Folens	€26.95  €31.95
ART*	Art Odyssey A4 Sketch Book 2B & 4B Pencils	G McKeever N McDonagh Cunningham C Kavanagh	Gill	€13.95 €2.50 €0.55 each
CLASSICAL STUDIES*	To be decided in September			
HOME * ECONOMICS	@Home Junior Cycle Home Economics + Activities/Key Terms Book and Practical Book	Eilish Flood	Educate.ie	€29.95 for bundle
C.S.P.E.	Make a difference + workbook 5 <sup>th</sup> Ed.	Harrison & Wilson	Folens	€29.95
S.P.H.E.	Health and Wellbeing 1	A Potts/ N O'Grady	Edco	€14.50
RELIGION	To be decided in September			
MUSIC*	Junior Cycle Music – Maestro & Composition Portfolio (Bundle)	Nathan Barrett	Educate.ie	€34.95