



Parent/Guardian

June 2022

1st, 2nd, T.Y. and 5th Year results will be available online at <https://sfc.vsware.ie> after 22nd June 2022. If, at that stage, you haven't received a link to your child's report please contact the school on 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. After the first day it will be full days for all students.

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.

VSware: Is the system that our school is using to record exam results & attendance. It is important that all parents/guardians have downloaded this App. To access your VSware account, the school has previously sent you a unique username. If you did not receive this username, please contact the school office or e-mail info@stflannanscollege.ie. 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 \(vsware.ie\)](#)

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 to info@stflannanscollege.ie. 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. Body piercings are not allowed except for earrings (which should be either small studs or sleepers). Facial piercings are not permitted.

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

Lockers will be allocated to student who have reserved them. We recommend a lock size of 35mm. We do not recommend combination locks. However, students are free to make their own decision in relation to lock.

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 yearbook 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/Vaping 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 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.

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. For students who are over 18 years of age, parents must still submit an absence request on Vs Ware and students must still sign out in the office. Parents/Guardians are not required to sign out students who are over 18 years of age.

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 - [Parent App - Submit an Absence Request \(vsware.ie\)](#)

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 – See attachment.

Traffic on School Grounds We have repeatedly requested that parents do not drive onto the school grounds when dropping off students and instead drop students on the several approach routes to the school. 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