



ST. FLANNAN'S COLLEGE  
COLÁISTE FHLANNÁIN

FIRST YEARS

# Information Booklet for First Year Students 2026–2027

SCHOOL YEAR  
2026–2027

FIRST DAY FOR FIRST YEARS  
Friday 28 August



## 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 August!

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## MESSAGE FROM OUR PRINCIPAL- MR DONAL CAHIR

Dear Incoming First Year Students and Families,

I look forward to welcoming you to St. Flannan's College in late August. Beginning secondary school is a significant and exciting step, and we are committed to ensuring that this transition from primary school is a positive, supportive, and enjoyable experience for every student.

At St. Flannan's, we understand that moving to a new environment can feel like a big change. That is why we place a strong emphasis on helping students settle in with confidence. Through our carefully planned induction programme, and the support of our caring staff and senior student mentors, we guide each student as they find their feet and grow in independence. This is not a time to worry, but rather an opportunity to look forward, to new friendships, new subjects, and new experiences.

Our school ethos is at the heart of everything we do. It shapes how we learn together, support one another, and respond to the changes and challenges that come with school life. We believe in fostering respect, kindness, and a strong sense of community, ensuring that every student feels valued and encouraged to reach their full potential in St Flannan's College.

We are proud of the welcoming environment in St. Flannan's and look forward to working in partnership with you over the coming years. Your journey here promises to be a rewarding and memorable one. Remember, the effort and energy you bring to secondary school will shape the rewards and memories you take from it.

I would like to wish you every success as you begin your life in St Flannan's College.

Warm regards,

**Donal Cahir**

Principal

## MESSAGE FROM YEAR HEADS,

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.

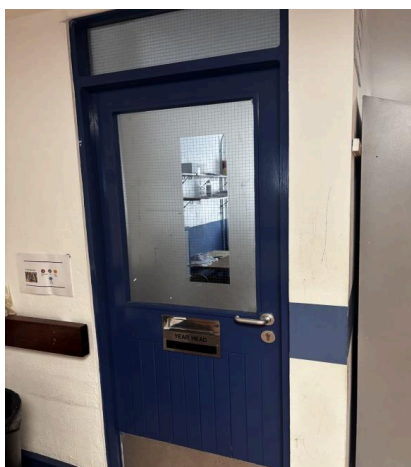
### **Mr James O'Connor (1A-1E)**

Mr O Connor's Office – Upstairs in new building between 44/46 Science Labs



### **Mr Brendan Bugler (1F – 1I)**

Mr Bugler's Office – Down the corridor next to the Art Room – Room 11





## 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 over 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<br>(School opens at 8.15 am)                              | <ul style="list-style-type: none"> <li>Go to your locker</li> <li>Get your books/copies for the first 3 classes</li> <li>Meet friends</li> <li>Go to class</li> <li>Take your allocated seat</li> </ul>                                                     |
| 9:00 – 9.40                                                               | 1st Period of the day                                                                                                                                                                                                                                       |
| 9:40 – 10.20                                                              | 2nd Period of the day                                                                                                                                                                                                                                       |
| 10:20 -11.00                                                              | 3rd Period of the day                                                                                                                                                                                                                                       |
| 11:00 to 11:20                                                            | <b>Small Break</b> <ul style="list-style-type: none"> <li>Go to your locker and put back books needed for first 3 classes</li> <li>Get the books and copies needed for next 3 classes</li> <li>Meet your friends</li> <li>Go to canteen/yard/...</li> </ul> |
| 11.20 – 12.00                                                             | 4th Period                                                                                                                                                                                                                                                  |
| 12.00 – 12.40                                                             | 5th Period                                                                                                                                                                                                                                                  |
| 12:40 – 1.20 or 1.20 – 2.00                                               | 6th Period                                                                                                                                                                                                                                                  |
| 12.40 to 1.20<br>(Tues/Wed/Thurs)<br><b>OR</b><br>1:20 to 2:00 (Mon & Fr) | <b>Lunch Break – YOU MUST STAY ON SCHOOL GROUNDS</b> <ul style="list-style-type: none"> <li>Go to your locker</li> <li>Get books and copies for afternoon classes</li> <li>Leave your bag on shelf or floor near locker</li> <li>Have your lunch</li> </ul> |
| 2:00 – 2.40                                                               | 7th Period                                                                                                                                                                                                                                                  |
| 2:40 – 3.20                                                               | 8th Period                                                                                                                                                                                                                                                  |
| 3:20 – 4.00                                                               | 9th Period (On Monday & Tuesday only)                                                                                                                                                                                                                       |
| 4:00<br>(School finishes at 3.20 on Wednesday, Thursday & Friday)         | End of school day on Monday & Tuesday <ul style="list-style-type: none"> <li>Go to locker to get books/copies for Homework</li> <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 **Friday 28th August, from 9.00a.m-3.20pm**. Listen carefully to the instructions given on Friday, 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 Friday 28th of August and Monday 31st 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 Friday 28th August:



ASSEMBLY HALL

- ◆ **First Year students, in full uniform, will meet in the Assembly Hall at 9am.** Please use the pedestrian access points. We have three pedestrian access points 1. Across from Apple Green, 2. Across from the Daybreak shop (middle garage)
- ◆ 3. Beside School Bus Stop. The main entrance is for cars to enter and exit the school. This is **NOT** a pedestrian access point.
- ◆ **Students are only required to bring a notepad and a biro.**
- ◆ The day will consist of the following:
  - ◇ allocation to class groups,
  - ◇ meeting with Year Head,
  - ◇ distribution of School Diary,
  - ◇ tour of the school, etc.

**NB:**

**The Canteen will be closed on Friday 28th & Monday 31st August: Bring a snack for small break and a packed lunch.**



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

Bring a notebook, a biro, lunch & drink and New Laptop Device.

## 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                                                                 |
|---------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|
| 08:40 - 09:00 |                                                                                    |                                                                                  |                                                                                |                                                                        |                                                                        |
| 09:00 - 09:40 | <b>German</b><br>1Ger-3.5<br>049<br>Ms B Reen                                      | <b>Irish</b><br>1Ir-1.1<br>055<br>Ms N O'Halloran                                | <b>Social, Personal and Health Education</b><br>1SPHE-A<br>032<br>Mr G Brennan | <b>German</b><br>1Ger-3.5<br>049<br>Ms B Reen                          | <b>English</b><br>1Eng-A<br>061<br>Mr B Duggan                         |
| 09:40 - 10:20 | <b>Irish</b><br>1Ir-1.1<br>055<br>Ms N O'Halloran                                  | <b>History</b><br>1His-A<br>042<br>Ms B Kelleher                                 | <b>History</b><br>1His-A<br>042<br>Ms B Kelleher                               | <b>Digital Wellbeing</b><br>1DW-A<br>039<br>Mr. C Dillon               | <b>Mathematics</b><br>1Mat-5.1<br>014<br>Mr P. Ryan                    |
| 10:20 - 11:00 | <b>Home Economics</b><br>1HomeEc-7.3<br>052<br>Ms E Dunne                          | <b>Business Studies</b><br>1Bus-A<br>IT1<br>Ms B Wynne                           | <b>Geography</b><br>1Geo-A<br>IT4<br>Mr K O'Grady                              | <b>Business Studies</b><br>1Bus-A<br>IT1<br>Ms B Wynne                 | <b>History</b><br>1His-A<br>042<br>Ms B Kelleher                       |
| 11:00 - 11:20 |                                                                                    |                                                                                  |                                                                                |                                                                        |                                                                        |
| 11:20 - 12:00 | <b>Home Economics</b><br>1HomeEc-7.3<br>052<br>Ms E Dunne                          | <b>Mathematics</b><br>1Mat-5.1<br>IT4<br>Mr P. Ryan                              | <b>Religious Education (JC Exam)</b><br>1Rel-A<br>026<br>Ms A Collins          | <b>Home Economics</b><br>1HomeEc-7.3<br>052<br>Ms E Dunne              | <b>Irish</b><br>1Ir-1.1<br>055<br>Ms N O'Halloran                      |
| 12:00 - 12:40 | <b>English</b><br>1Eng-A<br>061<br>Mr B Duggan                                     | <b>English</b><br>1Eng-A<br>061<br>Mr B Duggan                                   | <b>English</b><br>1Eng-A<br>061<br>Mr B Duggan                                 | <b>Home Economics</b><br>1HomeEc-7.3<br>052<br>Ms E Dunne              | <b>Science (JC - Revised Syllabus)</b><br>1Sc-9.4<br>044<br>Ms F Kelly |
| 12:40 - 13:20 | <b>Civic, Social and Political Education</b><br>1CSPSE-A<br>055<br>Ms N O'Halloran |                                                                                  |                                                                                |                                                                        | <b>Business Studies</b><br>1Bus-A<br>IT1<br>Ms B Wynne                 |
| 13:20 - 14:00 |                                                                                    | <b>German</b><br>1Ger-3.5<br>049<br>Ms B Reen                                    | <b>Mathematics</b><br>1Mat-5.1<br>028<br>Mr P. Ryan                            | <b>Mathematics</b><br>1Mat-5.1<br>028<br>Mr P. Ryan                    |                                                                        |
| 14:00 - 14:40 | <b>Geography</b><br>1Geo-A<br>IT2<br>Mr K O'Grady                                  | <b>Science (JC - Revised Syllabus)</b><br>1Sc-9.4<br>021<br>Ms F Kelly           | <b>German</b><br>1Ger-3.5<br>049<br>Ms B Reen                                  | <b>Science (JC - Revised Syllabus)</b><br>1Sc-9.4<br>044<br>Ms F Kelly | <b>Religious Education (JC Exam)</b><br>1Rel-A<br>026<br>Ms A Collins  |
| 14:40 - 15:20 | <b>Business Studies</b><br>1Bus-A<br>IT1<br>Ms B Wynne                             | <b>Physical Education (JC - Revised Syllabus)</b><br>1PE-A<br>PE1<br>Ms A McGann | <b>Irish</b><br>1Ir-1.1<br>055<br>Ms N O'Halloran                              | <b>Science (JC - Revised Syllabus)</b><br>1Sc-9.4<br>044<br>Ms F Kelly | <b>Geography</b><br>1Geo-A<br>050<br>Mr K O'Grady                      |
| 15:20 - 16:00 | <b>Religious Education (JC Exam)</b><br>1Rel-A<br>026<br>Ms A Collins              | <b>Physical Education (JC - Revised Syllabus)</b><br>1PE-A<br>PE1<br>Ms A McGann |                                                                                |                                                                        |                                                                        |
| 16:00 - 16:20 |                                                                                    |                                                                                  |                                                                                |                                                                        |                                                                        |

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.
- ◆ At school, keep a copy of the timetable inside your locker door.
- ◆ 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:

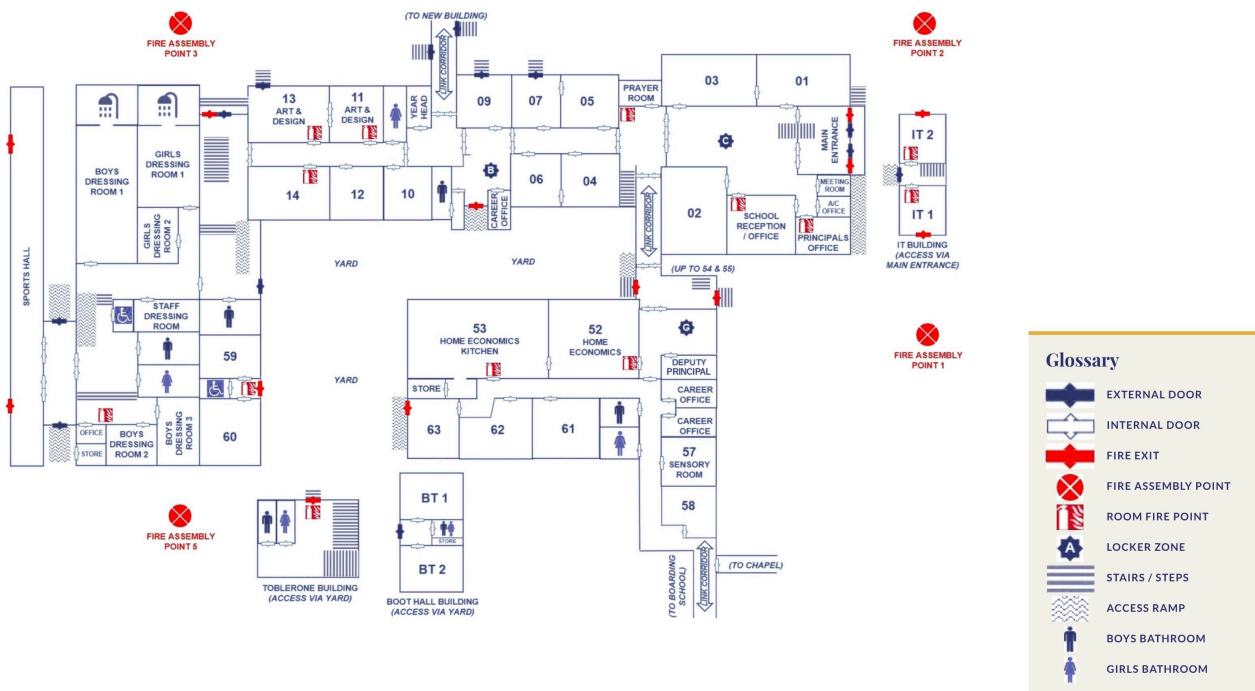
| SUBJECT           | ABBREVIATION | SUBJECT                                         | ABBREVIATION |
|-------------------|--------------|-------------------------------------------------|--------------|
| English           | ENG          | French OR                                       | FR           |
| 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
- ◆ Visual Art = VART
- ◆ Graphics = GRA
- ◆ Wood Technology = WDTEC
- ◆ Home Economics = HOM EC
- ◆ Music = MUS



## SCHOOL FLOOR PLAN



### HISTORIC SCHOOL BUILDING - GROUND FLOOR



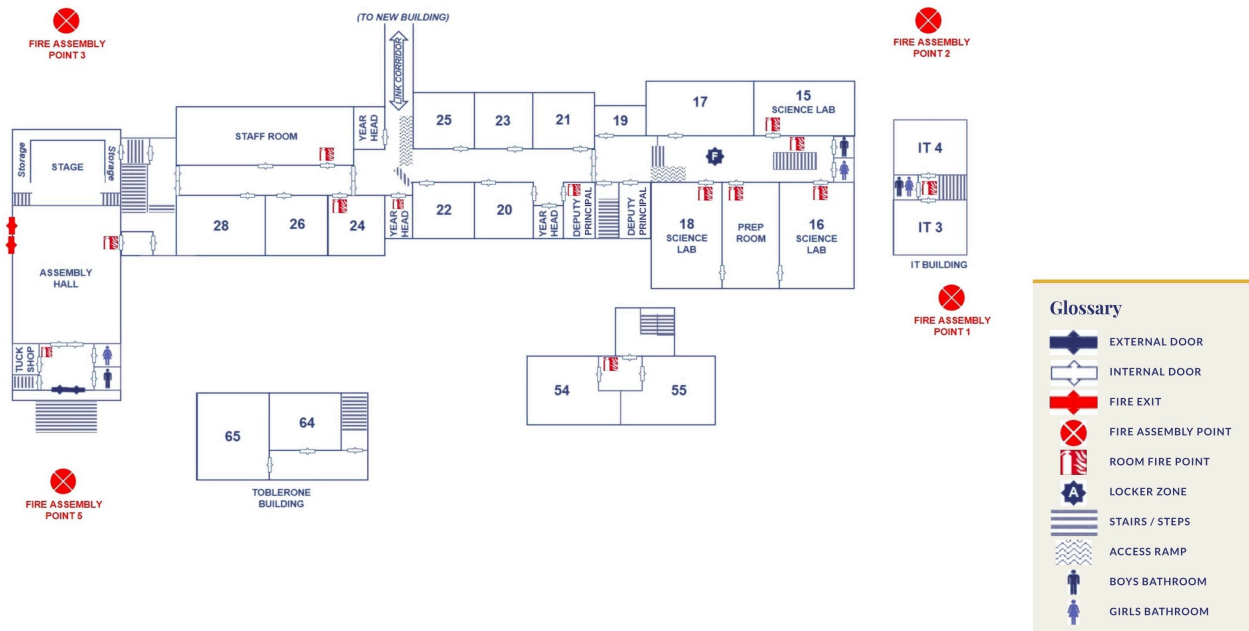
MAIN ENTRANCE



MAIN OFFICE

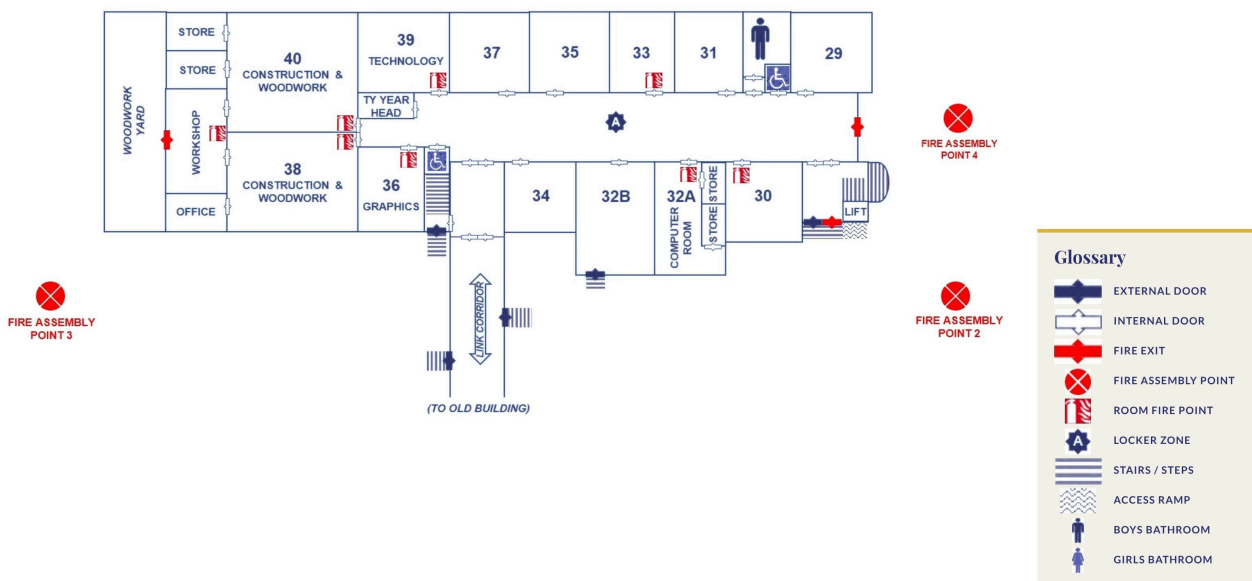
**\*TIP\*\***

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

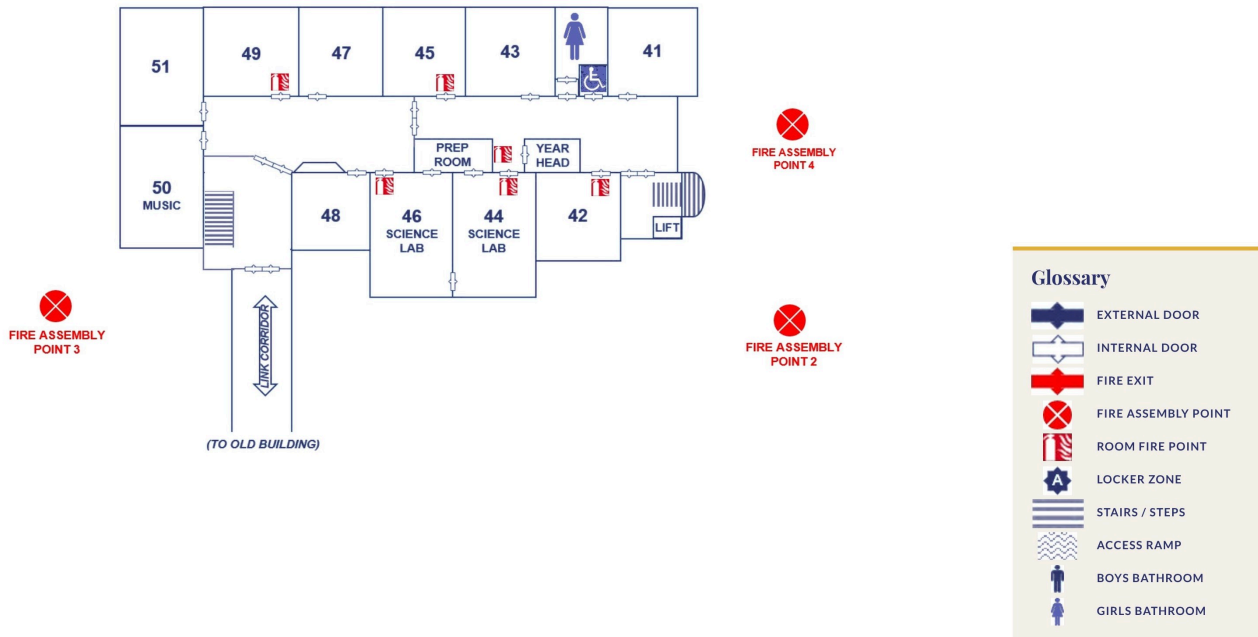


**HISTORIC SCHOOL BUILDING - FIRST FLOOR**

**NEW BUILDING:**



**NEW SCHOOL BUILDING - GROUND FLOOR**



NEW SCHOOL BUILDING - FIRST FLOOR



NEW BUILDING



BOTTOM LINK CORRIDOR BETWEEN OLD AND NEW BUILDING

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

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

## SCHOOL DIARY

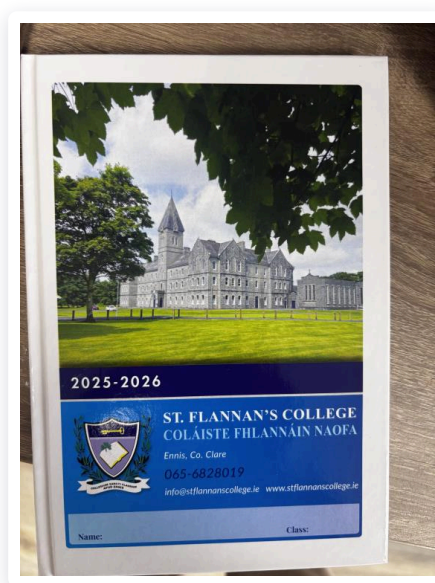
You will be given your School Diary on your first day at school.

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

St. Flannan's College has introduced restrictions on the use of student phones on our school campus. Before entering the school campus (i.e. once inside the school gate) all student phones must be powered off and placed in pouches. Students may bring one mobile phone only onto the school campus. The pouches must be locked for the duration of the school day. Students may only unlock their pouches on the school campus during the school day if directed to do so by a teacher for a specific reason. The pouches may be kept on the student or in students' schoolbags or lockers. Exemptions to this policy will only apply for medical and specific practical reasons, or reasons related to students' needs. Parent's/Guardians must notify the relevant year head in these cases. If a student decides to leave their mobile phone at home for the foreseeable future please notify the year head as soon as possible.

(Pouches will be distributed to all 1st years on the first week of school. Please note there is a replacement cost of 20EURO for lost or damaged pouches).

## UNIFORM

Students are required to maintain their uniforms in a clean and neat manner.

### The school uniform is:

- ◆ **Boys:** Dark brown or black shoes/trainers, grey polo shirt with the school crest, charcoal grey uniform trousers (two pairs are recommended), Airforce blue pullover with the school crest;
- ◆ **Girls:** Dark brown or black shoes/trainers, black socks/ grey, black or navy tights, check skirt or charcoal grey uniform trousers, grey polo shirts with the school crest, Airforce blue pullover with the school crest;
- ◆ Uniform skirts must be knee length
- ◆ Uniform jumpers, polo shirts and skirts should be obtained from the designated suppliers – Manix Menswear Ennis, or Pynes, Abbey Street, Ennis.
- ◆ Students are expected to be well groomed, and hair must be neat, clean, and tidy.
- ◆ No extreme hair colours or styles are permitted.
- ◆ All male students must be clean shaven.
- ◆ Body piercings are not allowed except for earrings (which should be either small studs or sleepers).
- ◆ Long earrings are not permitted under health and safety grounds. Facial piercings are not permitted.
- ◆ Make-up, if worn, must be discreet and tasteful.
- ◆ The wearing of hoodies within the school is not permitted on health and safety grounds.
- ◆ Should students wish to wear a jacket in school in addition to the school uniform, the official school jacket must be worn. This can be ordered from Central Sports in Kilrush or Boru Sports, Ennis

## LOCKERS



You will be given your own numbered locker at the start of the school year.

1st Year lockers are located near the Science labs (F Lockers) (old building, first floor) and near the Home Economics Room (G Lockers) (old building, ground floor).

You will be able to go to your locker and get your books and other items before school starts, during the breaks and after school ends – not between classes or during class.

Keep your locker locked at all times! We recommend you use a 38mm lock



### **\*\*TIP\*\***:

Do not carry all your books and copies with you all day – leave them in the locker when they are not needed!

## BOOKS/COPIES & PHONE POUCHES

All the books you need will be given to you on your first week in St. Flannan's College.

Phone Pouches will also be distributed during the 1st week.

Teachers will inform students of the number and types of copies etc. that they may need to purchase (if it's not covered under the free book scheme)

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. **(These folders are not covered under the free Book Scheme)**

## PENCIL CASE

Your pencil case should contain different colour biros, lead pencils, a glue stick, a rubber, highlighters, a ruler, a sharpener **(these items are not covered under the free book scheme)**. Label the pencil case. Calculators will be provided to each student under the free book scheme.



**\*\*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.

There will be a wide selection of food available – cash and contactless payments accepted.

**Please note there will be no canteen service on Friday 28th & Monday 31st of August**

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

### 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



(GRAPHICS 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  | Football      |
| NASA Club         | Hurling     | Green Schools |
| Choir             | Book club   | Athletics     |
| Traditional Group | Coding Club | Chess club    |

**And much more!**



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

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

## LUNCHTIME CLUB

- ◆ All 1st Year students have access to their own Lunchtime Club room.
- ◆ It is located above the Assembly Hall.
- ◆ The Lunchtime Club will be open at lunchtime.
- ◆ Food, drinks and mobile phones are not allowed in the Club.
- ◆ Supervision will be provided by a teacher.
- ◆ You will have access to two pool tables, a table tennis table, various board games, colouring books and a good range of books.



**BOARD GAMES**



**FOOSBALL**



**JENGA TOWER**

## STAFF

### SENIOR MANAGEMENT



**PRINCIPAL**  
MR DONAL CAHIR



**DEPUTY PRINCIPAL**  
MS GRÁINNE LYNCH



**DEPUTY PRINCIPAL**  
MR MICHAEL DONNELLAN



**DEPUTY PRINCIPAL**  
MR GARY BRENNAN

#### Administration:

- ◆ School Secretaries: Ms Tracey O'Donohue, Ms Susan Ryan & Ms Geraldine Tynan
- ◆ Accounts: Ms Tracey O'Donohue

**Caretakers:** Mr Vinny Markham and Mr Mossy Angland

**Special Needs Assistants:** Ms Bernie Gregan, Ms Renee Kelly, Ms Deirdre Reidy, Marie Moloney, Ms Siobhán Dileen, Ms Annemarie Murray, Ms Ciara Molloy, Ms Anne Moloney, Ms Orla Madden, Ms Nicola Ashe,



## 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 as 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.

### Your TY Mentor will:

- ◆ Attend the First Year Induction Day in August.
- ◆ Answer your questions about school life (classrooms, timetables, activities, etc.)
- ◆ Check in with students once a week (until the Mid-Term Break) and at the allocated time and place to see how you are settling in.



## WHAT TO DO IF...TBA

|                                                        |                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I AM ABSENT</b>                                     | Your Parent/Guardian must log your absence on the school app.                                                                                                                                                                                                                                                          |
| <b>I NEED TO CONTACT A PARENT</b>                      | There is a phone for student use outside the main office, please ask at office for permission first.                                                                                                                                                                                                                   |
| <b>I AM LATE</b>                                       | Sign in late on the IPAD in Main Office                                                                                                                                                                                                                                                                                |
| <b>I NEED TO LEAVE SCHOOL EARLY FOR AN APPOINTMENT</b> | Your Parent/Guardian must log the details of the appointment (date and time) on the school app and your Year Head will then approve it before you leave the school. You must report to the main office to sign out before leaving the school premises. If you are returning, you must sign back in at the main office. |
| <b>I CANNOT FIND MY CLASSROOM</b>                      | Ask any teacher or student you see on the corridor                                                                                                                                                                                                                                                                     |
| <b>I NEED TO USE THE BATHROOM URGENTLY</b>             | 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.                                                         |
| <b>I AM HAVING DIFFICULTIES WITH A SUBJECT</b>         | Tell your subject teacher first and talk to your Class Tutor or Year Head                                                                                                                                                                                                                                              |
| <b>I CANNOT SEE THE BOARD WELL IN CLASS</b>            | Tell your teacher and ask to sit in the front of the class                                                                                                                                                                                                                                                             |
| <b>THE FIRE ALARM RINGS</b>                            | Follow the teacher's instructions. Do not panic.                                                                                                                                                                                                                                                                       |
| <b>SOMEONE IS BULLYING ME/A STUDENT</b>                | Inform your Year Head                                                                                                                                                                                                                                                                                                  |
| <b>I FEEL ILL/HAVE AN ACCIDENT</b>                     | Tell your subject teacher & your Year Head and report to the Main Office.                                                                                                                                                                                                                                              |
| <b>I LOSE OR FIND SOMETHING</b>                        | Report it to the Main Office.                                                                                                                                                                                                                                                                                          |
| <b>I AM WORRIED ABOUT SOMETHING IN SCHOOL</b>          | Speak to your parents, Class Tutor, Year Head or Guidance Counsellor                                                                                                                                                                                                                                                   |
| <b>I LOSE MY LOCKER KEY</b>                            | Report it to the Main Office.                                                                                                                                                                                                                                                                                          |
| <b>SOMETHING BAD HAPPENED AT HOME</b>                  | Speak to any teacher/Year Head/Guidance Counsellor                                                                                                                                                                                                                                                                     |
| <b>SOMETHING BAD HAPPENED ON THE WAY TO SCHOOL</b>     | Speak to any teacher.                                                                                                                                                                                                                                                                                                  |



## VIRTUAL TOUR

Please click on the following link to find a virtual tour of SFC (St. Flannan's College)

[St. Flannans \(virtual360.ie\)](https://virtual360.ie)

We are looking forward to meeting you all on Friday 28th of August for the next chapter of your educational journey. Enjoy the summer break!