



**Information  
Pack for All  
Year Groups  
2024/2025**



# Holy Family Community School

Pobalscoil an Teaghlaigh Naofa

Principal: Ingrid Fallon

Deputy Principals: Denise O' Keeffe, Liam Ferguson, Derek Maher

Kilteel Road, Rathcoole, Co. Dublin.

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Dear Parents/Guardians,

The whole school community welcomes your son/daughter to our school for the new academic year. As always, we look forward to working with all parents/guardians over the coming year.

Students will return to school on a phased basis. Below is an overview of the dates and times that each group will return to school:

<b>Friday 23<sup>rd</sup> of August 2024</b>	<b>TY students:</b> 9.00am – 10.30am		
<b>Monday 26<sup>th</sup> of August 2024</b>	<b>1<sup>st</sup> Year students:</b> 9.00am – 12.00pm	<b>6<sup>th</sup> Year Mentors:</b> 9.00am – 12.00pm	
<b>Tuesday 27<sup>th</sup> of August 2024</b>	<b>2<sup>nd</sup> Year students:</b> 9.00am – 11.00am	<b>3<sup>rd</sup> Year students:</b> 9.00am – 11.00am	<b>5<sup>th</sup> &amp; 6<sup>th</sup> Year students:</b> 9.00am – 11.00am
<b>Wednesday 28<sup>th</sup> of August 2024</b>	<b>All students follow their normal school timetables.</b>		

Your child will not need textbooks on this day. However, they should have their fully charged iPad with them as they will receive training from staff. Students must also have their Dialann with them and be in full school uniform.

In this pack you will find a range of information that will assist you and your child as they start the new academic year.

Yours sincerely,

Ingrid Fallon

School Principal

<p>Code of Behaviour and School Policies</p>	<p>Parents/Guardians, as partners with teachers and the Board of Management, must accept the Code of Behaviour as a precondition to their son's/daughter's enrolment in the school. A copy of the Code of Behaviour is available on the school website.</p> <p>School policies may be found on the school website. Parents/guardians and students are expected to read these policies and students must abide by all school policies.</p>
<p>Dialann:</p>	<p>All students must have a Dialann (school journal) in school at all times. Lost Dialanns must be replaced.</p> <p>Junior Cycle students will receive their Dialann as part of the new Free Book Scheme.</p> <p>Senior Cycle students must pay for their school insurance and Dialann through Easy Payments Plus, at a cost of €25 each.</p>
<p>VShare:</p>	<p>VShare is the management and communication system used by the school. Parents/Guardians can look at their child's timetable, attendance, exam results and behaviour record on VShare. It is also the system used to communicate messages to Parents/Guardians. In order to receive messages, Parents/Guardians <b>MUST</b> download the VShare app on your mobile device and allow notifications. Instructions on how to download the VShare app can be found here: <a href="https://support.vshare.ie/en/parent-app-overview">https://support.vshare.ie/en/parent-app-overview</a></p>
<p>Timetable:</p>	<p>Student timetables will be available on VShare from late August. Students will also receive a physical copy of their timetable on the day that they return to school.</p>
<p>VShare, photocopying, postage &amp; ICT:</p>	<p>All students must pay €50 towards VShare, photocopying, postage, and ICT costs. This fee can be paid by using the Easy Payments Plus system (details at the end of this notice). This will be receipted separately.</p>
<p>Student Insurance</p>	<p>All students must take out this insurance which gives 24-hour cover, 365 days a year (including during school holidays). The cover includes school activities, social, domestic and leisure activities inside and outside of school hours.</p> <p>Senior Cycle pay this as part of the Dialann bundle. Junior Cycle students must pay for the school insurance scheme separately via Easy Payments Plus on the school's website.</p>
<p>Taking holidays during term:</p>	<p>The school asks parents/guardians not to take students out of school to go on holidays during the school term. This practice is unfair to your son/daughter, fellow students, and teachers. The school is legally obliged to report students who are absent for 20 or more days to the Educational Welfare Officer, TUSLA.</p>

<p>School calendar / notice of meetings:</p>	<p>The School Calendar for 2024/2025 is attached to the end of this pack. It is also available on the school website.</p> <p>We ask parents/guardians to regularly check the online calendar for updates throughout the school year.</p>
<p>Additional Needs:</p>	<p>Please ensure that you inform the school if your child has a medical or learning need. This enables the school to provide appropriate support for your child. Please email <a href="mailto:info@hfcs.ie">info@hfcs.ie</a> for the attention of Mr. M. Savage/Ms. H. O’Keeffe, AEN coordinators.</p>
<p>Lunch break:</p>	<p>First, Second- and Third-Year students must remain on the school grounds during lunchbreak. First, Second and Third Year students who live in Rathcoole may go home for their lunch if they have a lunch pass. Lunch passes will only be issued by Year Heads to students who have the written permission of their parents/guardians as recorded in their Dialann. Sanctions will be imposed on students who break this rule.</p>
<p>Voluntary Contribution:</p>	<p>Parents are asked to contribute €75 for 1 child, €100 for 2 children and €125 for 3 children. The Easy Payments Plus facility is the preferred payment option. Parents can make this contribution by cash or cheque to the school also. All contributions are very much needed and gratefully appreciated. Money contributed by parents is used to supplement areas not adequately funded by the Department of Education. In the past the Voluntary Contribution helped provide a fully equipped computer room and an additional science laboratory.</p>
<p>Easy Payments Plus</p>	<p>Please note that access to Easy Payments Plus on the school website will be granted to parents of First Years in late June. You will be notified when access is granted.</p> <p>Details of how to set up/access Easy Payments Plus can be found on the school’s website.</p>
<p>Book Grant</p>	<p>The DES book grant is available for senior cycle students only.</p> <p>The application form is attached to the end of this document.</p> <p>Please note that the book grant is only available to those in Senior Cycle.</p> <p>The closing date for application forms is Wednesday 26<sup>th</sup> of June 2024 at 1pm.</p>

## School uniform

The school uniform (including the PE uniform) should be purchased from the official school supplier, Schoolwear House, Unit D7, Ballymount Cross Industrial Estate, Ballymount, Dublin 24 (Telephone: 01-4604371 or email: [info@schoolwearhouse.ie](mailto:info@schoolwearhouse.ie)). Please see the photos at the end of this information notice for a list of uniform necessities and photographs of uniform and PE uniform.

All students must wear their school uniform in school or when representing the school. Students who fail to wear their uniform will be sanctioned. We take great pride in our school uniform. Students are permitted to wear trainers/runners, but they must be plain black with no coloured sole or markings. Uniforms will be

checked at the start of the school year and students must replace incorrect uniform items. Sanctions will apply as per the agreed Code of Behaviour.

The PE uniform should be worn all day on the assigned PE class day. The PE uniform cannot be worn instead of the official uniform on other days. Only the full official PE uniform is acceptable. Other tracksuits/leggings/hoodies or shorts are not school uniform and should never be worn.

All students must wear a plain black school jacket. Hoodies are NOT acceptable.

Sew-on crests can be ordered from the school. Please note that the garment to be used must be of the same standard and quality as the official school uniform.

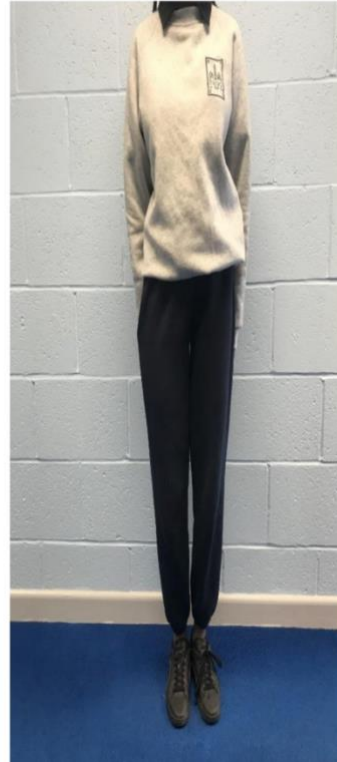


#### School Uniform for Junior Students

- **Girls** – White shirt, Wine jumper with official school crest, School skirt or grey trousers, Knee high black or grey socks/tights with skirt and fully black shoes.
- **Boys** – Grey shirt, wine tie, wine jumper with official school crest, grey trousers and fully black shoes.

- **Girls** – White shirt, Black jumper with official school crest, School skirt or grey trousers, Knee high black or grey socks / tights with skirt and black shoes.
- **Boys** – Grey shirt, black tie, black jumper with official school crest, grey trousers and fully black shoes.

**Please note that wearing the correct uniform is an important part of the school's Code of Behaviour which is signed by all students and parents / guardians. Failure to wear the correct uniform will lead to a sanction.**



### **PE Uniform**

- Students must wear the correct school PE uniform.
- Plain navy tracksuit bottoms with no logos or stripes.
- The school polo shirt and/or the school PE sweatshirt must be worn.
- Comfortable sports runners/trainers to be worn. Converse or similar are not to be worn.
- No leggings or shorts allowed.

# School Calendar 2024/2025 for Parents, Guardians & Students

Important Dates Term One	Important Dates Term Two	Important Dates Term Three
<b>23<sup>rd</sup> August:</b> Transition Year Students 9.00am – 10.30am Tuition Term 1 Starts	<b>6<sup>th</sup> January:</b> Tuition Term 2 Starts	<b>28<sup>th</sup> April:</b> Tuition Terms 3 Starts
<b>26<sup>th</sup> August:</b> 1 <sup>st</sup> Year Students and 6 <sup>th</sup> Year Mentors 9.00am-12.00pm	<b>16<sup>th</sup> January:</b> PTSM 1 <sup>st</sup> Year (4.15pm – 6.45pm)	<b>5<sup>th</sup> May:</b> Public Holiday – School Closed
<b>27<sup>th</sup> August:</b> 2 <sup>nd</sup> Year, 3 <sup>rd</sup> Year, 5 <sup>th</sup> Year and 6 <sup>th</sup> Year students 9.00am to 11.00am.	<b>20<sup>th</sup> – 25<sup>th</sup> January:</b> TY Ski Trip	<b>7<sup>th</sup> May:</b> Sports Day
<b>28<sup>th</sup> August:</b> All students follow their normal timetable.	<b>23<sup>rd</sup> January:</b> Oide Staff Training Day – school closed for students	<b>12<sup>th</sup> – 16<sup>th</sup> May:</b> Summer Exams (1st, 2 <sup>nd</sup> & 5 <sup>th</sup> year)
<b>18<sup>th</sup> September:</b> HFCS Open Evening Incoming 1 <sup>st</sup> Years (4.30pm – 6.30pm)	<b>28<sup>th</sup> January:</b> PTSM TY, 5 <sup>th</sup> year and LCA1 (4.15pm – 6.45pm)	<b>30<sup>th</sup> May:</b> Tuition Terms 3 Ends
<b>27<sup>th</sup> September:</b> School Closed	<b>3<sup>rd</sup> February:</b> Public Holiday – School Closed	
<b>17<sup>th</sup> October:</b> Parent Teacher Student Meeting (PTSM) 2 <sup>nd</sup> Year (4.15pm – 6.45pm)	<b>4<sup>th</sup> February – 14<sup>th</sup> February:</b> 3 <sup>rd</sup> and 6 <sup>th</sup> Year Mock Examinations	
<b>21<sup>st</sup> – 25<sup>th</sup> October:</b> 6 <sup>th</sup> Year House Examinations	<b>4<sup>th</sup> February – 14<sup>th</sup> February:</b> TY Work Experience Block Two	
<b>28<sup>th</sup> October – 1<sup>st</sup> November:</b> Midterm Break	<b>14<sup>th</sup> February – 17<sup>th</sup> February:</b> 2 <sup>nd</sup> Year Trips to France & Germany	
<b>7<sup>th</sup> November:</b> PTSM 3 <sup>rd</sup> Year (4.15pm – 6.45pm)	<b>17<sup>th</sup> February – 21<sup>st</sup> February:</b> Midterm Break	
<b>12<sup>th</sup> November:</b> PTSM 6 <sup>th</sup> Year/LCA2 (4.15pm – 6.45pm)	<b>24<sup>th</sup> February – 28<sup>th</sup> February:</b> School Musical	
<b>25<sup>th</sup> November – 6<sup>th</sup> December:</b> TY Work Experience Block One	<b>17<sup>th</sup> March:</b> Public Holiday – School Closed	
<b>26<sup>th</sup> November:</b> JCT Staff Training Day – School closed for students	<b>18<sup>th</sup> March:</b> School Closed	
<b>2<sup>nd</sup> December – 6<sup>th</sup> December:</b> Winter Exams (1 <sup>st</sup> , 2 <sup>nd</sup> , & 5 <sup>th</sup> year students)	<b>11<sup>th</sup> April:</b> Tuition Terms 2 Ends	
<b>20<sup>th</sup> December:</b> Tuition Terms 1 Ends		

**No Supervised Study on the following dates, due to staff meetings after school hours:**

**8<sup>th</sup> October, 16<sup>th</sup> December, 13<sup>th</sup> March, and 27<sup>th</sup> May**

**Additionally, there will be no supervised study on evenings of Parent Teacher Meetings or school closures (dates above).**

*Please note: Contingency arrangements, as set out by the Department of Education, may occur during the February Midterm Break (up to and including 19<sup>th</sup> February 2025) and during the Easter Break, up to and including Wednesday 16<sup>th</sup> April 2025).*



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10/06/2024

## HOLY FAMILY COMMUNITY SCHOOL

### Application for grant towards cost of iPad/Books for Academic Year 2024/2025

The school will operate the Book Grant Scheme in accordance with circular letter 24/2011 of Department of Education and Skills. As money given to the school by the Department of Education and Skills is limited, **PRIORITY** will be given to eligible families that fall into any of the following 3 categories:

- (a) Families which are dependent mainly on Social Protection payments;
- (b) Families on low incomes from employment. Such families are likely to be in receipt of Family Income Supplement, which is a weekly payment by the Department of Social Protection to help families at work on low pay, and/or be beneficiaries under the Back-to-School Clothing and Footwear Scheme;
- (c) Families experiencing financial hardship because of particular circumstances in the home such as serious illness.

If you feel you are eligible for a grant based on the above criteria please fill in the form on the back of this sheet and return it to the school in an envelope marked '**Book Grant**' by **Wednesday, 26<sup>th</sup> June 2024**. A separate form must be filled in for each student.

**Please Note: Applications will only be considered if they have supporting documentation attached (e.g. Social Protection / Post Office receipt, copy of bank statement, copy of medical card.**

**Application Forms will not be accepted after 26<sup>th</sup> June 2024 at 1pm.**

**Note:**

- **Holders of a General Medical Service card are not automatically entitled to a grant.**



# HOLY FAMILY COMMUNITY SCHOOL

Application for grant towards cost of iPad/Books for Academic Year 2024/2025

## PLEASE USE BLOCK LETTERS

Name of Parent(s)	
Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	

Name of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Year group in September 2024/2025: (Please tick)

TY	LCA 1	5th	6 <sup>th</sup>	LCA2

Name of Father: Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Name of Mother: Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Please tick **all** the relevant boxes to show all incomes/earnings for parents and/or other adults living with the family and/or supporting the family.

Names of all adults living in the household	Employed Fulltime	Employed Part time	Unemployed /Receiving Assistance (Proof Required)	Receiving Family Income Supplement (copy of receipt required)	Medical Card Holder (photo-copy of card required)
1					
2					
3					
4					

Total number of children in family		Number of children at school / College	
Number of children at work (receiving income)			

Any other information you wish to give in confidence, which will help us in assessing your application.

\_\_\_\_\_

\_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Only people who fit into categories (a), (b) or (c) overleaf are eligible to apply.

**Please Note: Applications will only be considered if they have supporting documentation attached (e.g. Social Protection / Post Office receipt, copy of bank statement, copy of medical card.**