



# Holy Family Community School

- ▶ Second Year Information Meeting
- ▶ September 2024
- ▶ Welcome

# A message from Mr Shannon

- ▶ I would like to welcome you all to the second year Information Night.
- All School Policies may be found on the school website at [www.hfcs.ie/our-policies-and-useful-information/](http://www.hfcs.ie/our-policies-and-useful-information/)
- Parents/guardians and students are expected to read these policies and students must abide by all school policies.
- If you have any questions re the presentation, please put them in the chat box and we will deal with them at the end or email [info@hfcs.ie](mailto:info@hfcs.ie)
- If you have a specific question about your son/daughter please email [info@hfcs.ie](mailto:info@hfcs.ie) and direct it to the relevant person you wish to speak to.

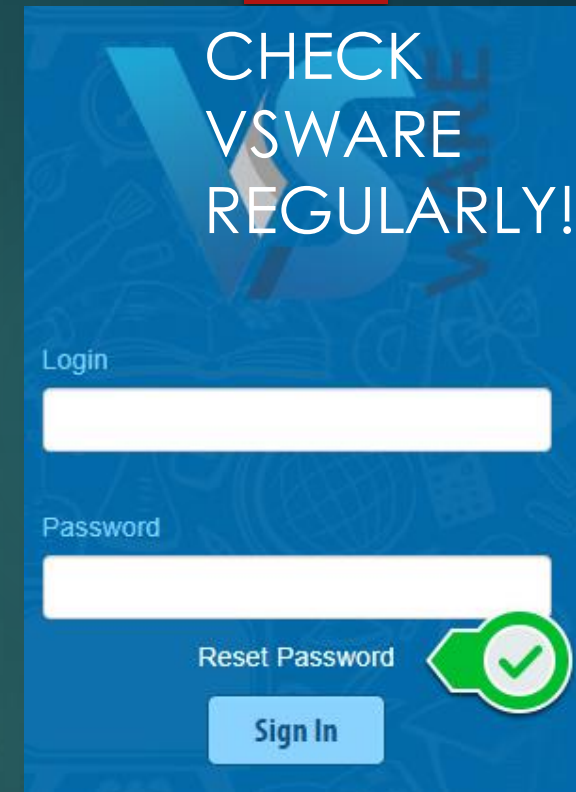
# Communication

## Parent/Guardian to School

- ▶ *The School Secretary, Ms. Lorraine O'Connell, is the main channel to contact teachers, Tutor, Year Head, Deputy Principals and Principal*
- ▶ Phone calls (01-4580766)
- ▶ Emails to [info@hfcs.ie](mailto:info@hfcs.ie)
- ▶ All Absence notes should be sent via VSware
- ▶ Notes in dialann for individual subject teachers or contact made through email/phone call
- ▶ All meetings between parents/guardians and staff members must be made by appointment.

# Communication between school and parents

- ▶ VShare is the management and communication system used by the school.
- ▶ Parents/guardians can look at their child's timetable, attendance, assessment results and behaviour record on VShare.
- ▶ Absence notes must be communicated to the school through VShare.
- ▶ Vshare is also the system used to communicate messages to parents/guardians.
- ▶ In order to receive messages, please ensure that you download the VShare app on your mobile device and allow notifications.
- ▶ Please ensure that you have the APP downloaded on to your phone.
- ▶ Instructions on how to download the VShare app can be found here: <https://support.vshare.ie/en/parent-app-overview>



# Other forms of communication

- ▶ Website [www.hfcs.ie](http://www.hfcs.ie)
- ▶ Twitter [@hfcsrathcoole](https://twitter.com/hfcsrathcoole)
- ▶ Instagram
- ▶ Email [info@hfcs.ie](mailto:info@hfcs.ie)
- ▶ School reports
- ▶ Parent/Teacher meeting
- ▶ Meetings for specific issues eg. AEN, behaviour issues etc.
- ▶ Information Meetings



# Partnership

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Ms Ingrid Fallon – Principal

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Ms Denise O Keefe – Deputy Principal

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Mr Liam Ferguson – Deputy Principal

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Mr Derek Maher – Deputy Principal

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Mr Shannon– Yearhead

# Tutors of class groups

- ▶ Blackwater : Ms Gifford and Ms Leavy
- ▶ Corrib : Mr Munds and Ms Murphy
- ▶ Erne : Ms Kane and Mr O`Neil
- ▶ Nore : Ms Browne and Mr Hipwell
- ▶ Liffey : Mr Murtagh and Ms Robinson
- ▶ Fergus : Ms Gernan and Ms Condon
- ▶ Avoca : Ms Dollard and Ms Rynne

# PASTORAL CARE TEAM

- ▶ Guidance Counsellors – Ms. Kay O Connell, Ms. Ursula Mc Donnell and Ms. Charlene Perris
- ▶ Chaplain – Mr. Noel Mc Connell
- ▶ SEN Co-ordinators – Mr. Michael Savage and Ms. Hayley O Keeffe
- ▶ Yearhead and senior management team.
- ▶ Tutors and subject teachers





# Year Head - Mr Shannon

Has overall responsibility for:

- ▶ Discipline
- ▶ Attendance / Punctuality
- ▶ Monitoring Academic Progress
- ▶ Coordinating Pastoral Care
- ▶ Liaising with Parents
- ▶ Liaising with tutors and subject teachers

# STUDENT SUPPORT TEAM

Team: Principal, Deputy Principals, Chaplain, Guidance Counsellors, SEN Coordinator

Core Purpose is to coordinate the support available for all students in the school

Student referrals are from staff, parents and students

# Uniform & Class Equipment

Wear

**Students must wear full school uniform including black jacket and black shoes or trainers (no markings or white soles).**

Wear

Students must wear correct school P.E. uniform on P.E. day. **Only the official school P.E. uniform is allowed (no leggings).**

Have

Students must have a note if not wearing the uniform (note only covers one day and this should rarely happen).

Make

Please make sure your son/daughter has all the books/iPad etc. listed on their booklists.

Ensure

Please ensure your child's name is on everything.

Check

Check your son's/daughter's timetable (on **VSware**) at night to make sure he/she is properly prepared for the next day – some students will need help with this.

# SCHOOL POLICIES



All HFCS policies and useful information are available on the school website



<https://www.hfcs.ie/our-policies-and-useful-information/>



The Code of Behaviour and Discipline should be read by students and parents and is available in the students' journals and on the website. **It must be signed in the dialann.**

# HEALTH AND SAFETY REGULATIONS DUE TO BUILDING WORKS



Accessing or attempting to access the construction site for the new school building is forbidden.



Parents/guardians must not drop off or collect at either roundabout outside school. Top roundabout is now an access point for construction machinery



Students must be aware of new fire evacuation route/procedures. Fire drills will take place.

# Health and Safety

Have

- Always have an appointment

Do not enter

- Do not enter school grounds except by prior arrangement

Drop off and pick up

- Drop off and pick up students at the front of the school

Do not stop on

- Do not stop on the roundabout or in the school gateway or across the driveways of houses

# Personal Electronic Devices

PLEASE READ  
AUP POLICY  
ON SCHOOL  
WEBSITE

Must be off and out of sight at all times during school day

Students **must not** take photographs or recordings of any member of the school community.

Students must not use their personal electronic devices to abuse, threaten, harass or bully other students or staff or use these devices to invade the privacy of any member of the school community. Infringement of these rules is taken very seriously by the school.

Parents must not phone students during the school day

Please read [www.cybersafeireland.org](http://www.cybersafeireland.org) and [www.webwise.ie](http://www.webwise.ie)

# School Procedures

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Classes begin at 8.45am and finish at 3.40pm (1pm on Wed.). Students must be in school 5 minutes before first class in the morning and first class in the afternoon

Morning break is from 10.45am - 11.00am  
Lunch break  
1.00pm – 1.40pm

Students who live in Rathcoole **only**, are allowed home for lunch with the written permission of their parents/guardians. This note must be brought to the Year Head and a Home Pass will be issued.

All students are expected to take a turn at the lunch time cleaning roster



# Attendance & Punctuality

- ▶ Regular attendance is extremely important.
- ▶ Absence notes must be sent via VShare.
- ▶ Please avoid family holidays during term time
- ▶ Students who are absent for 20 days will be reported to TUSLA
- ▶ Remember that classes start at 8.45a.m. Students must be in school before 8.40a.m.
- ▶ Detention may be given to regular latecomers



# General Sickness Procedures and leaving school early

- ▶ Please do not send a sick child to school
- ▶ Student must not use mobile phone to contact parent/ guardian if they feel ill in school.
- ▶ The student must get the teacher's permission to go to Reception
- ▶ The school secretary then contacts the parent/ guardian
- ▶ PLEASE ENSURE THAT A CORRECT PHONE NUMBER IS ON VSWARE TO CONTACT YOU
- ▶ Student must be collected by parent/guardian and sign out at reception when collected
- ▶ Any student being collected by a parent during the school day must present a note to the Year Head or send a note via VSware and sign out at reception before leaving by the front door

# Detention

- ▶ Is on Wednesdays from 1.15p.m. to 2.15p.m.
- ▶ Parents/ Guardians will be informed by the school when detention is given and the reason for detention
- ▶ Parents must organise transport home for their son/daughter
- ▶ Failure to attend detention may result in suspension
- ▶ If a student is unable to attend detention, a note must be presented to the Behaviour Management Co-Ordinator – Ms Bróna Redmond.





Holy Family Community School



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# Merit Comments

Merit comments are part of the student awards' system in the school.

- They are not given for academic achievement
- They reward consistent good effort; sustained improvement and positive contributions to the school
- It is an honour to be awarded a merit
- Merit comments are awarded by staff and recorded on VShare. . It is important to praise your son/daughter if he/she receives a merit .

# Extra-curricular activities

Athletics

Basketball

Choir

Debating

Gaelic  
Football

Gymnastics

Hurling /  
Camogie

Public  
Speaking

Soccer

Lively lunches

Library

Musical

# Extra-curricular activities

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Encourage your son/daughter to get involved in activities

Students must remember that good behaviour will be expected during extra-curricular activities and when representing the school

Students are expected to do assigned homework if they miss class due to participation in an extra-curricular activity.

Personal Accident Insurance Scheme is included in the package students purchase at beginning of the year. This gives 24/7 cover

# New Junior Cycle Assessment

- ▶ JUNIOR CYCLE PROFILE OF ACHIEVEMENT (JCPA) received after completion of the Junior Cycle course
- ▶ JUNIOR CYCLE PROFILE of ACHIEVEMENT (JCPA) Certificate will include a report on Wellbeing and other areas of learning from First to Third year
- ▶ Further information : [www.ncca.ie](http://www.ncca.ie) or [www.juniorcycle.ie](http://www.juniorcycle.ie)
- ▶ The Framework for Junior Cycle is available to view at: <https://ncca.ie/en/junior-cycle/framework-for-junior-cycle>
- ▶ Assessment of schoolwork - 2nd Year Classroom Based Assessment (CBA 1) 3rd Year ( CBA 2 & Assessment Task (AT)

*Second year students may sign up for supervised study if places are available. For more details email [info@hfcs.ie](mailto:info@hfcs.ie) for the attention of Siobhan Connaughton.*



# New Junior Cycle Assessment

- Terminal examination (June, 2025)
- Grade Descriptors for the terminal exams are awarded by the State Exams ' Commission (SEC) and differ from CBA descriptors.
- Grade Descriptors are awarded as follows:
  - ❑ **Partially achieved (20 to 39%)**
  - ❑ **Achieved (40 to 54 %)**
  - ❑ **Merit (55 to 74 %)**
  - ❑ **Higher Merit (75 to 89%)**
  - ❑ **Distinction (90 to 100%)**





# CBAAs – Classroom Based Assessments

- CBA1s (Classroom Based Assessments) will be ongoing across all subjects throughout the year.
- Students will be provided with a timetable of their subject CBA dates and deadlines.
- Descriptors are used instead of grades.
- There are no percentages attached to the CBA descriptors.  
The following terms are used:
  - ❑ **Yet to meet expectations**
  - ❑ **In line with expectations**
  - ❑ **Above expectations**
  - ❑ **Exceptional**

# Dates for Diary

- ▶ The Calendar for the School Year is available:
  - ▶ On the school website
  - ▶ Second Year Parent/Teacher Meeting – Tuesday 15<sup>th</sup> October 4.15pm to 6.45pm



# Students in HFCS

We want our students to be happy in HFCS.

**Bullying** will not be tolerated and should be reported to the school.

In the school, we promote and encourage RESTORATIVE PRACTICE amongst the school community. This involves building positive relationships and caring cultures. Your son/daughter will be learning more about this in second year.

Students are expected to show manners towards all staff and students.

Students are expected to show respect for each other and to watch out for one another.

Students are asked to treat others as they would like to be treated.

# Get involved in the HFCS Parents Council

Follow us  
on  
Facebook



[HFCS Parents Council Group](#)

Follow us  
on  
Instagram



[@hfcs\\_parentsouncil](#)

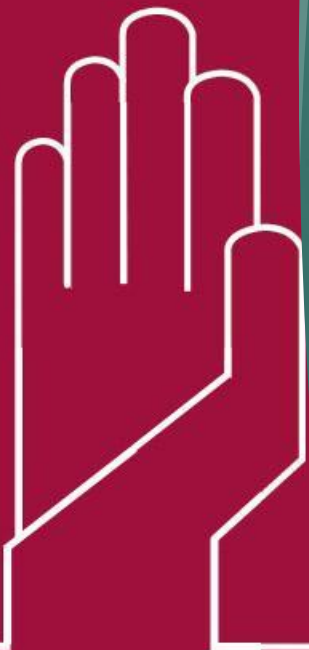
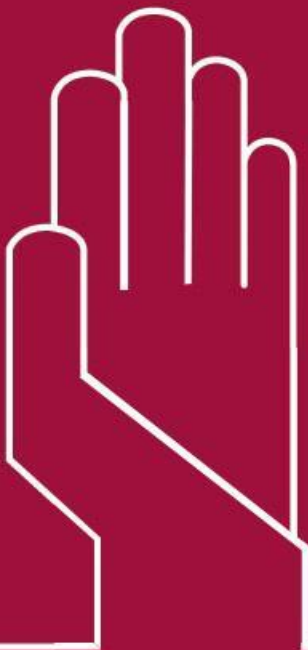
To join the  
Parents Council  
email



[parentscouncil@hfcs.ie](mailto:parentscouncil@hfcs.ie)

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Thank you for your  
attendance tonight  
and we are delighted  
to have you all as part  
of our school  
community