



Structure of the school day

Our school day begins at 08.45am each day and ends at 3.40pm (Monday, Tuesday, Thursday, Friday) and at 1pm on Wednesdays. Students are expected to be in school by 08.40am at the latest.

The breakdown of the school day, class by class.

	All Year Groups
08:45	Period 1 begins
09:25	Period 2
10:05	Period 3
10:45	Small break
11:00	Period 4
11:40	Period 5
12:20	Period 6
13:00	Big break
13:40	Period 7
14:20	Period 8
15:00	Period 9
15:40	Classes end
On Wednesday's classes end at 13:00	

First year students are not permitted to leave the school premises at lunch time.
We seek the support of all parents/guardians with regard to the following issues:

Health Issues/Allergies

We seek to provide a healthy and safe environment for all our school community. In this context, we request that students do not, at any stage, bring nut-based products to school. This request is made because of serious nut allergies amongst some students. Please note that kiwi fruit are also banned from the school due to serious allergy issues.

The health and safety of our students is paramount. We ask that parents of students with any chronic health conditions contact the school office and complete an updated "Health Form" and return it to their Year Head. A new form must be completed every year. Parents/Guardians have a responsibility to inform the school of any changes during the school year.

Visiting the School

All visitors (including parents/guardians) must report to the school office via the main entrance only.

Vsware

Our school management information system is called VSware. We would ask all parents to please download the VSware app. At the start of the school year parents/guardians will be sent details of their username for VSware. Once the app is downloaded parents can select the school and create a password. The school cannot create or reset passwords, this must be done on the landing page of the app, using the last four digits of your mobile number for verification. (Please make sure that you have updated the school with your current mobile phone number.)

We encourage parents/guardians to use the app to submit reasons for absence, and requests for a student to leave the school early. We also issue all term reports via the VSware app. Parents/guardians can also track an individual student's attendance in classes throughout the day by logging into the attendance section of the app.

A useful guide for parents/guardians on the use of the app is available on:

<https://support.vsware.ie/parent-app-overview>

Contacting Students during the School Day

If there is an urgent need to contact your son/daughter during the school day, please do so through the main school office at 021-4372300. We would ask parents not to contact your son/daughter via mobile phone during school hours as the use of such devices is prohibited (see below). If your son/daughter needs to contact you, this can be done through Year Heads, Deputy Principals or the main school office.

Mobile Phones/Other Items of Technology

All mobile phones must be switched off on entry to the school grounds. The use of smartphones is not permitted during the school day except when planned for use in class with teacher permission for learning and assessment. You may not photograph or record in school without your teacher's permission. Pupils are only allowed to use personal internet enabled devices on trips and during extra curricular activities with expressed permission from the supervising teacher. The use of a mobile phone on the school grounds without express permission will result in confiscation. Confiscated items may be collected at the end of the school day by a parent or guardian. Further sanctions will apply in the event of repeated breaches of this rule.

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Leaving the School During the School Day

We strongly discourage students from leaving school during the school day for appointments etc., due to the negative impact on learning. Where such appointments are strictly necessary, the parent/guardian should input a partial absence on the VShare app. This should ideally be inputted the night before so that it can be approved by the Year Head in advance. Students are also required to sign out at the main office just prior to leaving the school building.

In circumstances where the app cannot be used, a note should be supplied to the Year Head via the student journal before school, and the student will be required to sign out at the main office on leaving the school. We would very much appreciate your cooperation in keeping such absences to a minimum.

Students Arriving Late to School

Students arriving late to school must sign in at the main office and then go straight to class. Notes of explanation should be inputted on the VShare app or presented to the Year Head at the earliest opportunity.

Absence Text

If your son/daughter is absent from school, you may receive an app notification or a text message to notify you during the day.

If you receive this message and believe that your son/daughter is in school, please contact the school to clarify. Otherwise, you should explain the reason for the absence, through the VShare app. In circumstances where the app cannot be used, your son/daughter should present an explanatory note to the Year Head via the student journal on return to school.

NB: Absence messages are not sent every day and it is the responsibility of parents to ensure that students are in school. We would also advise parents to monitor your son/daughter's attendance in the attendance section of the VShare app.

Holidays during School Term

We would very much appreciate your cooperation in not arranging holidays during term-time, as such absences may have a significant negative impact on your son/daughter's educational experience.

Code of Behaviour: Points to Note

Reminder in relation to the following aspects of our school's Code of Behaviour:

Hair: Students are required to wear the official school uniform and footwear on all school days. Students should have a neat hairstyle. Extremes of hairstyle and / or colour are not permitted (if uncertain, check in advance with the Principal or Deputy Principals).

Facial Piercings and jewellery: Jewellery is limited to silver, black or gold studs only. Hoops, drops or bars are not permitted and must be removed before coming to school in compliance with health and safety regulations. The wearing of facial jewellery is not permitted in 1st, 2nd and 3rd year (with the exception of discreet studs in the ear). Discreet jewellery can be worn in 4th, 5th and 6th year.

Respect for Our Neighbours

Our school Code of Behaviour states that "the good behaviour of our students is expected going to and from school. We demand respectful behaviour towards all our neighbours, especially in Waterpark, St. Philomena's and the Old Railway areas."

We appreciate your cooperation in reminding your son/daughter of the necessity for respectful behaviour at all times.

Student parking is not permitted within school grounds, and students should not park cars in the Highbury Drive area, where they may interfere with the access of our neighbours to their homes, or with the access of emergency services to the area.

If in Doubt:

If you have any queries in relation to school procedures at any time, please contact your son/daughter's Year Head, the Deputy Principals or the main school office on 021-4372300.

Thank you for your support.