



Bailieborough Community School

Virginia Road, Bailieborough, Co. Cavan

Phone 042-9665295
Fax 042-9665506

Email info@bailieborocs.ie
Website www.bailieborocs.ie

Tuesday 3rd July 2018

Dear Parent/Guardian/Carer,

We hope you and your family are keeping well and enjoying the beautiful sunshine. We are happy to report that the boiler replacement works in our PE Hall are progressing well and that the project of upgrading our CCTV system to the highest standards is commencing shortly. We are looking forward to welcoming all our students, in particular our new students, to Bailieborough Community School at the end of August. There have been some queries regarding return to school arrangements so the following is an outline of plans for our first week of term:

Date	1 st Years	2 nd Years	3 rd Years	TY	LCA1	LCA2	5 th Years	6 th Years
Monday 27 th August	8.50am - 1.05pm.	No School	No School	No School	8.50am - 1.05pm.	No School	No School	No School
Tuesday 28 th August	No School	No School	8.50am - 1.05pm.	No School	No School	No School	No School	8.50am - 1.05pm.
Wednesday 29 th August	No School	8.50am - 1.05pm.	No School	No School	No School	8.50am - 1.05pm.	No School	No School
Thursday 30 th August	No School	No School	No School	No School	No School	No School	8.50am - 1.05pm.	No School
Friday 31 st August	8.50am - 1.05pm.	No School	No School	8.50am - 1.05pm.	No School	No School	No School	No School
Monday 3 rd September	8.50am- 3.50pm	8.50am- 3.50pm	8.50am- 3.50pm	8.50am- 3.50pm	8.50am- 3.50pm	8.50am- 3.50pm	8.50am- 3.50pm	8.50am- 3.50pm

On **Monday 27th August** we welcome our first year students into their new school as well as our LCA 1 students.

From 8.50am until 11.45am first year students will be inducted by their year leader Ms.

Crossan and their tutors. During period five they will have science followed by English, Irish or Maths. Full attendance is required from all our first year students in order to facilitate a smooth transition into their new school.

The LCA 1 class will meet Mr Carragher and Ms Fox from 8.50am until 11.45am for their induction into the programme. They will get a flavour of their elective module in Agriculture/Horticulture during periods five and six. Any outstanding fees for the LCA Programme are due for payment that morning. (€150)

Buses will collect students at 1.05pm as there is updated E-Portal staff training scheduled for the afternoon.

Tuesday August 28th sees our 2019 examination candidates in third and sixth year returning from 8.50am-1.05pm. Following a meeting with their year leaders and tutors during the first three periods of the day, they will proceed with their 2018-2019 timetabled subjects.

Mathematics, LCVP and English are timetabled for all our sixth year students between periods four and six.

Students in 3C will have a double practical class followed by CSPE

Students in 3E will have a double practical class followed by Geography

Students in 3N will have a double practical class followed by SPHE

Students in 3S will have a double practical class followed by Business

Students in 3W will have a double practical class followed by History

In order to help our examination candidates in third and sixth year focus at the start of a crucial year study skills training has been organised for them on Sunday 6th October in Bailieborough Community School. Third year students are offered the opportunity to attend from 9.15am-12.00 midday whilst Leaving Certificate students will be facilitated from 12.45-3.15pm. Topics covered include: goal setting, constructing a practical timetable, discovering how to excel in exams, practising a variety of note making styles, exam paper analysis, organising a revision planner, using 'SES TEST' study method, marking schemes and examiners' reports. Only 60 places are available per year group. The cost is €10 and places will be allocated on a first come, first served basis. A sealed envelope containing the fee with the student's name should be returned to the year leader before 20th September 2018 in order to secure a place.

There will be no school for students in the afternoon as all members of staff will participate in a staff meeting.

On **Wednesday 29th August** our second year and LCA 2 students are in school from 8.50am- until 1.05pm.

During the first three periods of the day they will meet their respective year leaders/ tutors /co-ordinators followed by their normal timetable from period four onwards.

Students in 2E will study Maths, English and Geography.

Students in 2N will study Maths, English and SPHE.

Students in 2S will study Maths, English and Geography.

Students in 2W will study Maths, English and SPHE.

LCA 2 students will have Spanish during period four, Social Education during period five and Mathematical Applications during period six.

There will be no school for students in the afternoon as all members of staff will participate in further child protection training.

On **Thursday 30th August** we will meet our fifth year students from 8.50am until 1.05pm. Ms Duffy & Mr Kenny together with tutors Ms Sammon (5E), Ms Sutton (5N), Mr Diver (5S) and Ms Hammel (5W) will look after the fifth year students during periods one, two and three.

From period four onwards they will follow their normal timetable as follows:

Time	5E	5N	5S	5W	5X	5Y
Period 4 + 5	Religion	Religion	PE	PE		
Period 6	Chemistry	Biology	Engineering	Business	Music	Art

❖ Allocation to fifth year base classes will be communicated by text in late August

There will be no school for students in the afternoon as all members of staff will participate in new general data protection regulations training.

Friday 31st August sees the return of our first year students who will complete the second part of their induction programme whilst our transition year students commence the first leg of their new journey.

Ms Burns, Ms Duffy and Ms Lievens will formally induct them into the TY Programme during periods one and two. The importance of becoming independent learners and participating in experiences such as Young Scientists, Young Environmentalists, Public Speaking & Debating will be outlined. The last four periods (three, four, five and six) will be devoted to French/German, Irish, Music/Engineering and English.

Thank you for your booking deposit of €250 paid in May to secure your son's/daughter's place in TY. May we take this opportunity to remind you that the final payment of €130 is due by Wednesday 22nd August 2018. This is also the deadline for the ECDL course fee of €125 if your son/daughter is choosing to participate in this internationally recognised award.

From Monday 3rd September 2018 onwards school resumes for all of our students except for Wednesday afternoon 5th September. On that day school will end at 1.05pm due to staff wellbeing training which forms a core part of the new junior cycle.

The voluntary contribution of €100 per student attending Bailieborough Community School or €120 per family - where more than one student of the same family attends the school - will be collected from second, third, fifth and sixth year students on their day of return by their year leader. This voluntary contribution covers the cost of the school journal, locker rental, insurance scheme cover (12 hour cover for school related activities only), photocopying and general administration.

Please note that the aforementioned contribution DOES NOT apply to students participating in the Leaving Certificate Applied or Transition Year Programmes.

The deadline for the payment of voluntary contributions from incoming first year students was Friday 22nd June 2018. Any outstanding monies can be paid at the general office of Bailieborough Community School between 9.30am and 4.00pm from Tuesday 14th August 2018 onwards.

As we begin a new school year we ask you to make your son/daughter aware of the importance of daily school attendance and punctuality in the morning. This is essential for a good reference. Students are expected to be in the school by 8.30am each day in order to prepare for the school day ahead and to be ready for the first class of the day commencing at 8.50am sharply. All arrivals after this time are recorded on the student's records.

If your son/daughter is late or absent from school please send the green note with the explanation for the absence (= found at the back of the school journal) with him/her for our records. The school is obliged to inform the Educational Welfare Services of students' attendance and punctuality records periodically during the year.

We also request that you ensure the correct uniform is worn each day including appropriate black flat polishable shoes (**runners/black sport shoes with a pattern or design are not allowed**) as outlined on page 8 of the school journal.

Uniform spot-checks will be carried out on a regular basis. Students who are not in the correct uniform or missing an item will get a note in their journal on page 28.

The note must be signed by a parent/guardian and the situation rectified promptly.

Please familiarise yourself with our Code of Behaviour which can be found in your son/daughter's school journal and read through it with your son(s)/daughter(s).

At the start of the new term all students will be given an opportunity to read through it with their class tutor/year leader.

May we remind you that upon enrolment and for the duration of their time in Bailieborough Community School you and your son/daughter agreed in writing to abide by its rules and regulations.

We would like to highlight the following student responsibilities for the 2018-2019 academic year in particular:

- 1 I will wear full school uniform at all times, keep my hair and appearance neat. My make-up will be discrete, my nail care basic and my jewellery minimal.
- 2 I understand that the wearing of excessive make-up, elaborate nail varnish and nail extensions are not appropriate for the working environment of a school. I accept that Bailieborough Community School does not want to encourage a culture where students are competing in terms of their appearance or how fashionable they look. Nail varnish or extensions can pose hygiene, health and safety risks for students undertaking practical work in a number of subjects. Students wearing nail varnish/extensions in food preparation and cooking can contaminate food with chippings of nail varnish or parts of nail extensions. Long false nails or extensions can get trapped or ripped especially when on the move through doors, at lockers, in narrow corridors etc. causing considerable pain and upset. They can cause harm/injury to others e.g. PE activities, drama rehearsals for the musical...
- 3 I understand that for health and safety reasons loop or hanging earrings of any kind, nose/tongue studs, eyebrow rings or bars or any other items of facial piercings are not permitted.
- 4 Due to the distraction caused to education, interruption of the teaching and learning process in classes, unapproved recording of members in the school community, disruption to the school's administration, potential for cyberbullying, risk to pedestrian safety, an increase in the sending of inappropriate messages and images which cause distress and anxiety to our student, parent and staff body, the Board of Management of Bailieborough Community School has decided to implement the following re: mobile phones and personal electronic devices

MOBILE PHONES & PERSONAL ELECTRONIC DEVICES IN FIRST YEAR:

A complete ban on mobile phones for all first year students on the school grounds will be enforced.

In emergencies only, first year students may access a phone via their year leader or use the phone in the general office.

Any first year student found with a mobile phone or a personal electronic device on the school grounds will have it removed immediately and forwarded to the principal or deputy principal for seven days. The phone or device will only be returned to the parent or guardian of the first year student in a pre-arranged meeting with the principal or deputy principal one week later.

In the unlikely event of a second breach the phone or device will not be returned until the end of the school term.

MOBILE PHONES & PERSONAL ELECTRONIC DEVICES IN ALL OTHER YEARS OTHER THAN FIRST YEAR:

Students are not permitted to use mobile phones and personal electronic devices on the school grounds. These items should **not be seen, heard or in use** and must **remain in locked lockers**. Items will be confiscated for two days for a first offence, for seven days in the case of a second offence and until the end of the school term for a third offence. They will only be returned to the parent or guardian of the student in question after the time specified above. Failure to comply with the above will be deemed a serious breach of the Code of Behaviour.

The Board of Management believes that the above will offer our students a welcome respite and encourage them to engage in meaningful, face-to-face communication with other members of the school community.

During the upcoming year you may feel the need to meet with us in the school to discuss issues. We would request that in order to ensure this is facilitated properly and prepared for adequately - that you would telephone the school in advance to arrange an appointment. We will endeavour to return telephone calls as soon as possible.

Finally we wish you all an enjoyable summer break before the hectic pace of a busy school year takes over again.

Yours sincerely,

Martha Lievens

Principal

Fergal Kenny

Deputy Principal