

# ST KEVIN'S COMMUNITY COLLEGE

PARENT/GUARDIAN HANDBOOK

2022/2023



# WELCOME

St Kevin's Community College extends a warm welcome to all families and particularly to new families joining us this year. We hope you find your time with us a rewarding one. We look forward to your child's journey over the next six years.



## Handbook

This handbook is designed for all St Kevin's CC parents & guardians. We recommend you read it through once and then keep it to hand as an easy reference guide throughout your child's time in school. Further information is available on our website - [www.stkevinscc.ie](http://www.stkevinscc.ie) which can be accessed by scanning the code above. You can also contact the office on (01) 6266277



check out our Facebook Page  
@StKevinsCCClondalkin and  
@StKevinsCC1 on Twitter



## About Us

St Kevin's Community College was founded in 1986 to serve the area of North Clondalkin, Dublin 22. Through the committed efforts of parents, staff, DDLETB and local interest groups, the College has grown steadily since its foundation and now offers a first class post primary educational service to the people of North Clondalkin, Balgaddy and the wider Lucan & Dublin 22 area.

Our aim in St Kevin's CC is to provide our students with an all-round education in a caring atmosphere. This is achieved through a comprehensive and progressive curriculum backed up by a wide range of sports, arts & crafts, debating, educational trips and other activities. This extends beyond the academic to the personal welfare and happiness of each individual student. All of this is made possible by the dedication and commitment of the teaching and support staff.

## Our Philosophy

# KEY INFORMATION

## CODE OF BEHAVIOUR

Our Code of Behaviour was designed following the publication of the National Welfare Board guidelines and in conjunction with staff, students, parents and the Board of Management. Students and parents/guardians must read and sign it at the start of each academic year.

Parents can access student behaviour notes (positive & negative) through our online system called VSWare. Instructions on how to access VSWare are at the back of this booklet, on our website and in the student journal. Your son/daughter's attendance and exam results can also be checked using the VSWare App or website.



## CHILD PROTECTION

The Board of Management of St Kevin's CC has implemented fully and without modification the Department of Children and Youth Affairs Children First – National Guidance for the Protection and Welfare of Children (2017) as part of our overall child protection policy. This document and our Child Protection Policy & Safeguarding statement are available on our school website [www.stkevinscc.ie](http://www.stkevinscc.ie)

The Designated Liaison Person (DLP) is the Principal - Tony Barry

The Deputy Designated Liaison Person (DDLDP) is the Deputy Principal - Ciarán Duffy

## BOARD OF MANAGEMENT

The BOM oversees the running and management of the college.

It is comprised of

- 3 representatives of Dublin & Dun Laoghaire Education & Training Board
- 3 representatives of the Catholic Archbishop of Dublin
- 2 representatives of the teaching staff of the college
- 2 representatives of students attending the college
- The college Principal acts as Secretary to the BOM

If you have any issues you would like raised about the school at a BOM meeting, please contact the Principal, in writing, at any stage.



# BULLYING

Bullying, in any shape or form, is unacceptable at all times in St Kevin's CC. Please refer to the school's Code of Behaviour and our anti-bullying policy in student journals and on our website for further details and procedures.

## CARE FOR STUDENTS



St Kevin's CC is very fortunate to have a Chaplain, Guidance Counsellor, School Completion Coordinator, Home School Liaison Teacher, Special Educational Needs Coordinator, a Behaviour for Learning teacher and a Project worker. They, along with the Principal/Deputy, make up the Student Support Team who identify and respond to individual/particular student needs throughout the school year. In addition, each student will have a tutor and year head to guide them through their time with us in St Kevin's CC.



## CONTACT US

Main Office: (01) 6266277

Email: [admin@stkevinscc.ie](mailto:admin@stkevinscc.ie)

Principal: [tonybarry@stkevinscc.ie](mailto:tonybarry@stkevinscc.ie)

Deputy Principal: [ciaranduffy@stkevinscc.ie](mailto:ciaranduffy@stkevinscc.ie)

Home School Liaison: 085 7622992

## CONTACTING TEACHERS

Written messages may be submitted to teachers via student journal (though more sensitive info should be put in a sealed envelope for the teacher in question. Messages may also be left with Liz or Mandy on (01) 6266277

## CONTACTING STUDENTS

If you need to get books/lunch money/sports gear etc to your child during the school day, please leave them with Liz or Mandy at Reception



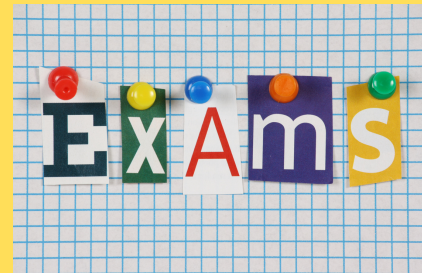


At present St Kevin's Community College offers the following programmes

- Junior Cycle
- Junior Certificate Schools Programme
- Transition Year
- Leaving Certificate
- Leaving Certificate Vocational Programme
- Leaving Certificate Applied

We also offer a range of Adult Education courses (through BTEI) and a number of Parent courses (through HSCL). These are all 100% free.

Exams are held twice a year, in December and May. 3rd and 6th year students will have Mock exams in February as a practice run for the real State Exams in June of that year. Reports are sent home to parents after the Christmas, Mock and Summer exams. There is additional information on Classroom Based Assessments (CBAs) and the Junior Cycle in your welcome pack. This is also available on our website.



After school, supervised study sessions for 3rd and 6th year students is available on Monday, Tuesday and Thursday evenings from 4-6.30pm. This is offered to 5th and 2nd year students where places are available. 1st year students can avail of Homework Club.

## EXTRA-CURRICULAR ACTIVITIES

Your son/daughter is welcome to join in any of the activities that take place after school or at lunchtime. These include soccer, Gaelic football, basketball, athletics, film club, coding, book club, debating, Chess club, language club and Hiking (2nd year up)



## GUIDANCE & COUNSELLING

The Guidance department is another link in the chain of supports available to students in St Kevin's Community College. The Guidance Counsellor will check in with all first year students to ensure that the transition from primary to secondary school is as smooth as possible for all. There are study skills seminars for 3rd and 6th years. Information on Open Days, College Applications and CAO are all catered for. Parents' evening for Transition Year students will also be held. The Guidance Counsellor is available to all students in the school if they are experiencing any academic, personal or social difficulties.

# HOMework

Students will have homework every night. It will be written in their student journal. When homework has not been done a note, explaining why it is not done, should be written and signed by a parent/guardian in the journal and shown to teachers the next day. From first year, the journal should be checked every night and signed by a parent/guardian.



# ILLNESS

If a student becomes sick while at school they should tell their tutor or year head. A phone call home will be made. It is very important that an up-to-date phone number is available for this reason. A note needs to be given to the tutor when your son or daughter returns to school. (Template at the back of the journal.) If your child becomes sick at home, please contact the school and leave a message for the tutor.

# JOURNAL



Each student is given a journal at the beginning of the school year.

This is an important document as it contains the school rules is used daily to record homework and as a way of communicating between parents and teachers. Students must always have their journal with them.



# LIBRARY

There is a library in Saint Kevin's Community College with a full-time librarian. Students may borrow books. There is seating for 30 students, and they may read and do homework and research here quietly before or after school. The library is also open at lunch time.



# LOCKERS

Heavy school bags are concern for parents. St Kevin Community College provides lockers so that students can keep books in school. They should only carry home what they need for homework. There is a small fee for the hire of a locker for the year. Students must always be aware that lockers are school property and are subject to random inspection by school staff.

# MOBILE PHONES

Students are allowed phones before school and during lunch time only. Students are not permitted to have their mobile phone on in class during the school day. Use of mobile phone cameras is strictly prohibited. Students using their phone will have their phone confiscated (returned at end of day for 1st offence) and can be taken for up to three days. This is in line with the school's code of behavior. See full policy on our website.



# THE SCHOOL DAY



The school day begins at 8:50 AM. Students can come to the school building from 8:10 AM. Classes last one hour and on Monday Tuesday and Thursday school ends at 3:50 PM. Friday ends at 2.50. On Wednesday school ends at 1:30 PM. Lunchtime is 1.10 to 1.45 (12.10-12.45 Friday). All first, second and third year students must stay in for lunch. All other students may leave for lunch but must be back in 35 minutes. If you cannot return within the 35 minutes we would suggest that you stay in for lunch.

There is a school canteen where a variety of foods are available or you can bring your own lunch with you.

# 1ST YEAR SUBJECTS



## Compulsory JC Exam

- Irish
- English
- Maths
- History
- Geography
- Religious Education

## Optional Subjects \*

- Spanish/French
- Science
- Music
- Woodwork
- Art
- Engineering
- Business Studies
- Home Economics

## Wellbeing

- Social, Personal & Health Education
- Civic, Social & Political Education
- Physical Education
- Learning to Learn
- Digital Literacy

\*A TASTER programme is offered until October Mid-Term in our JC Optional Subjects. Students pick 3 to study until 3rd year for their Junior Cycle exams.

# UNIFORM



Boys	Girls
Black jumper with crest	Black jumper with crest
White Shirt & School Tie	White Shirt
Black Trousers	Check Skirt or Black Trousers

Black Leather Shoes must be worn by all students  
with black socks or tights.



A PE Uniform will be introduced from August 2022. This is compulsory for all students except 6th Year students who must wear tracksuit bottoms and a long T-Shirt with jumper/top for rest of day. Students are allowed to wear their PE uniform to school on days they have PE.

## PARENTS/GUARDIANS IN ST KEVIN'S CC



Parents are always very welcome in Saint Kevin's CC and are encouraged to support their child in the many activities the school provides. Currently there is a parent cookery group on Monday mornings from 9-11. We have organised a Parenting Program for Teenagers called Parents Plus. It will be on offer again next year. Other classes that take place include cooking, gardening, knitting and yoga. We have offered maths classes for parents to help first year students with their math homework. Once a month a parent/student table quiz takes place in the library. It's a great way to interact with your son/daughter and have fun at the same time. Parents are also encouraged to attend the coffee mornings and information sessions. At these questions can be asked and information gathered. Our Parents' Association meets on the first Monday of the month. The AGM will be held in October and all parents are invited to attend. The Parents' Association is an active way for parents to have a voice in the school and new members are always welcome.



# ONLINE PAYMENTS

In order to facilitate ease of payment of school funds,

St Kevin's Community College uses an online payment system. This means that you can pay voluntary contributions and other school expenses through our secure online system by credit or debit card, keep track of payments paid and print off a receipt.

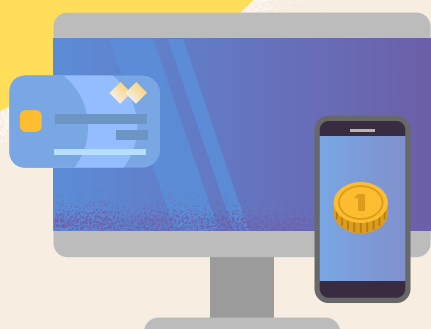
Unfortunately, due to Covid-19 restrictions, we can only accept payment of voluntary contributions and other payments to the main office by cheque/credit/debit card payments, by appointment.

To set up your online payment account:

- The recommended browser is Google Chrome
- Go to the school webpage [www.stkevinscc.ie](http://www.stkevinscc.ie)
- Click MIT (red button in middle of page) (if using a smartphone, click the 3 white lines on the blue square at top right to get this option).
- On the MIT screen select Parents Login.
- For your first time to login for this child select CREATE ACCOUNT
- Enter your child's first name, surname and PPS number. If you have any difficulties at this stage please phone the school office for assistance (01-6266277).
- Click NEXT.
- You will be asked to enter an email address and password. Keep a secure record of these as this is what you will use to login in the future.
- Please inform the school office by email or phone if you notice an error in your details. Click 'Take payment' and enter details of your payment as instructed on the screen. If you have any difficulties at this stage, please phone the school office.

If you cannot use the online system, please phone us for assistance. Please support our efforts to reduce the amount of cash and cheques we deal with in the school office and to make our payment system more efficient.

Thank you for your contribution.

A screenshot of the 'School Payments System' login page. At the top, there is a logo for 'etb' (Education and Training Board) with the text 'Innscríobhadh agus Clárú' and 'Ailín Cárta agus Clárú Langhaire' in Irish, and 'Enrolment and Classification Board' in English. Below the logo, the text 'School Payments System' is displayed. There are two input fields: 'Username/Email' and 'Password'. Below these fields are two buttons: 'Login' and 'Create Account'. A link 'Forgot your password?' is also present. At the bottom, there is a footer with the text 'St. Kevin's Community College' and links for 'Privacy', 'Terms', 'Help', and 'Staff'.

# SCHOOL CONTRIBUTIONS

## 1st Year - €100

Photocopying  
Book Rental  
Locker  
Journal  
Calculator

## 2nd Year - €100

Photocopying  
Book Rental  
Locker  
Journal

## 3rd Year - €100

Photocopying  
Book Rental  
Locker  
Journal  
Exam Papers

## 4th Year - TY - €250

Photocopying  
Book Rental  
Journal  
Trips & Activities

## 5th Year - €100

Photocopying  
Book Rental  
Locker  
Journal

## 6th Year - €100

Photocopying  
Book Rental  
Locker  
Journal  
Exam Papers

## Digital Device Contribution

All 1st & 2nd years will be given an iPad and all 3rd-6th years will be given a laptop to use in class and to use at home for study & homework. There is a €50 annual contribution for the use of these devices.

## Sibling/Family Discounts

1st Student - €100  
2nd Student - €75  
3rd Student - €50

eg Family of 3 (none in TY) = €225  
1 in TY and 1 in any other year = €325


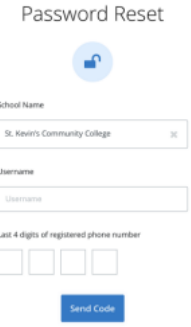
# VSWARE



## Website

- To access your VSware account, please go to <https://stkevinscc.vsware.ie> and click VSware on top right hand side. (3 blue lines if using a smartphone).
- If you have never created an account before, you will be asked to enter your username which you will have received in a text message.
- Please leave password blank and click 'Create or Reset Password'
- You will receive a text to your phone with a code. Enter this and follow the directions given to create a new password.
- If you have any issues at all, please email [ciaranduffy@stkevinscc.ie](mailto:ciaranduffy@stkevinscc.ie)
- Search 'VSware' on our school website for more help

## APP

1 <sup>st</sup> Time User	
Search your App Store for VSware and download/install	
Once the app is on your device, start typing St Kevin's Community College (it will come up automatically). Make sure you select Fonthill Road as there are different schools with same name.	
Leave Username and Password BLANK	
Click 'Create or reset your password' and you will be brought to a new screen.	
Enter your username (which you will receive in a text message from us or email <a href="mailto:ciaranduffy@stkevinscc.ie">ciaranduffy@stkevinscc.ie</a> if you don't have one).	
Enter the last 4 digits of your mobile phone number and then create your own password.	
Hit Send Code	
You will receive a text message on your mobile phone with a CODE which you then enter, along with your new chosen password. Follow the instructions on screen and hit <b>Change Password</b>	
You will be brought back to the login screen where you can enter your username, new password and hit <b>Login</b>	