



SUMMER LETTER

June 2024

Tony Barry (Principal)
Ciarán Duffy (Deputy Principal)



St. Kevin's Community College

Coláiste Chaoimhín
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June 2024

Dear Parent/Guardian,

I hope this letter finds you well.

I write to you with some important updates for the 24/25 school year ahead.

Start-Back Dates 2024

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| Tuesday 27 August, 11.00-13.00 | 2 nd & 3 rd year students |
| Wednesday 28 August, 9.00-12.00 | 1 st Year Students (Part 1 of 3) |
| Thursday 29 August, 9.00-12.00 | 1 st Year Students (Part 2 of 3) |
| Thursday 29 August, 11.00-13.00 | TY Students |
| Friday 30 August, 9.00-11.00 | 5 th Year Students |
| Friday 30 August, 9.00-12.00 | 1 st Year Students (Part 3 of 3) |
| Monday 2nd September, 8.50–15.50 | Full School Day for all students |

Students only need to bring a pen with them. They will receive their Journal and Timetable on this day. 1st years will be given instructions each day what to bring in if needed.

School Calendar 24/25

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| Monday 2 nd September | Full Timetable for all students |
| Thursday 19 th September | Open Night |
| Friday 27 th September | School closed for all |
| Thursday 3 rd October | School closed for students – Staff Training Day |
| Tuesday 22 nd October (4-6.30pm) | 3 rd & 6 th Year Parent/Teacher Meeting |
| Monday 28 th October – Friday 1 st November | Midterm break |
| Thursday 21 st November (4-6.30pm) | 2 nd & 5 th Year Parent/Teacher Meeting |
| Friday 29 th November | School closed for all |
| Monday 23 rd December– Friday 3 rd January 2025 | Christmas Holidays |
| Thursday 23 rd January (4-6.30pm) | 1 st & 4 th Year Parent/Teacher Meeting |
| Monday 17 th February – Friday 21 st February | Midterm break |
| Monday 17 th March & Tuesday 18 th March 2025 | School Closed |
| Monday 14 April – Friday 25 th April | Easter Holidays |
| Monday 5 th May | School Closed |
| Tuesday 20 th May, 7pm | Awards Night & TY Graduation |
| Thursday 22 nd May, 7pm | 6 th Year Graduation |
| Friday 23 rd May | School Tour (1 st , 2 nd , 5 th Years) |
| Friday 30 th May | Last day of school |
| Wednesday 4 th June 2025 | JC, LC & LCA State Exams begin |

Contributions & Online Payments 24/25

- All Junior Cycle (1st, 2nd & 3rd) year students receive their books free of charge.
- There is a €70 charge for the loan of the digital device (iPad/laptop), including the computer management system required by DDLETB, and a locker if required and student insurance*
- The TY fee remains at €250*. The trip to Belfast will be charged separately (€50).
- The school contribution for 5th & 6th year students remains at €110. There is an additional €50 annual contribution for the use of the laptop for 4th, 5th & 6th year students which includes computer management system fee as required by DDLETB.

**All students in St Kevin's Community College are covered by insurance. This insurance is active 24/7 and covers all activities in school regarding accidental injury*

Family Discounts

2nd Child - 25% reduction in **total** costs

3rd Child - 50% reduction in **total** costs

Example: 1 child in TY and 1 in 2nd year

$€250 + €70 + €50 = €370$

Discount 25% of €370 = €92.50

So the total would be €277.50

Making an Online Payment

- Go to www.stkevinscc.ie
- Click **Online Payments – MIT** at top right of screen
- 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.

School Uniform & PE Uniform

The school uniform will be available for fittings, exchanges and to buy, **in the school**, on Wednesday 10th July and Wednesday 7th August 2024 from 12pm-2pm each day.

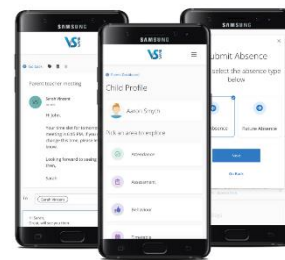
Summer Reports

Reports for 1st, 2nd, 4th and 5th year students are enclosed with this letter. If you did not get one for your son/daughter please notify us immediately

VSWare Parent/Guardian App

We use a school management system called VSWare to monitor student attendance, student behaviour records, report on student assessment etc.

Parents have access to this information too and should download the app to see Christmas and Summer exam reports, monitor attendance etc.



To Download the VSWare App

- 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 admin@stkevinscc.ie 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 **Change Password**
- You will be brought back to the login screen where you can enter your username, new password and **Login**

Reminder: Mobile Phone Policy

1. These devices, if brought to school, must be switched off at all times during classes.
2. Mobile Phones may **ONLY** be used in the school during **lunch time (13.10-13.45 Monday, Tuesday, Thursday & 12.10-12.45 Friday)**.
Phone is not to be used to take pictures or recording of any other students or staff **EVER**.
3. If a student uses a mobile phone at any other time (including using phone to 'check for the time'),
 - a) the phone will be confiscated – this includes the SIM card – and given to the Deputy Principal or Principal.
 - b) For a first offence the phone will be returned to the student at the end of the school day and the student's parent/guardian will be informed. Refusal to hand over phone will result in immediate suspension, with the handing up of phone for a day required, as a minimum, before return to school.
 - c) For a second offence, the parent/guardian will be required to collect phone from school.
 - d) Further offences may result in suspension and/or referral to the Board of Management.
4. In the event of a staff member being recorded, photographed or videoed in any way, the student may be suspended for up to ten (10) days, reported to the Board of Management and ultimately may be permanently excluded from school. **The student's phone will be retained by the school and only returned to a parent/guardian when the picture/video is deleted by the parent/guardian, or shown to be deleted by parent/guardian.**



Parent/Guardian Access to Building, Making Appointments & Meetings

If a parent wishes to talk with a teacher, he/she can contact the school secretary, usually via email, to arrange a suitable time. Parents & Guardians are welcome to visit the school to speak with the secretary to arrange a meeting with the relevant member of staff. Please note, it is extremely unlikely that a member of staff will be available to meet you there and then. It is our policy that an appointment will need to be made as teachers are usually in class or in arranged meetings.

Meetings with staff in the yard/carpark to discuss a child's concern/progress are discouraged.

On some rare occasions a parent may need to speak to a staff member urgently. Sometimes these meetings need to take place without prior notice. The Principal will aim to facilitate such meetings making every effort to ensure that the students in the class do not lose out on any of the teaching/learning time.

If parents wish to drop in lunch boxes, sports gear during class time etc, this can be done through the secretary's office.

Conduct of Meetings

- Meetings between parents/guardians and teachers (and students where appropriate) should be arranged by appointment through the administration staff
- Participants in meetings should be aware of the time constraints from the beginning of the meeting
- Parent-teacher meetings are opportunities for a short input from the teacher and brief comment from parents/students. Any issue needing more time should be dealt with through the normal appointment system
- All participants in meetings should deal respectfully with each other. If this does not occur the meeting may be terminated and rescheduled where appropriate
- Use of positive language is encouraged with the focus on solving the issue in question rather than dwelling on the negative.

New Security Measures

Our new gates/fences are almost finished. This will mean that all visitors will need to make appointments to enter the building. **All students** will enter by the pedestrian gate near room 2 & 3 and this gate will close at 9am every morning. Students who arrive to school after this time will have to buzzed in from an external gate by the school secretary. All parents/guardians wishing to access the building will also have to be buzzed in so making appointments will become really important.

Wishing you every good wish, health and happiness over the summer months and looking forward to working with you all in 24/25,

Tony Barry

Principal

Ciarán Duffy

Deputy Principal

