**Information for First Year Parents/Guardians 2018-19**

A Chairde,

As we enjoy the summer sunshine we look forward to welcoming your child to Maria Immaculata Community College in August.

The move from primary to secondary school is exciting but can also be a time of worry for both students and parents. We would like to reassure you that there is nothing to worry about; everyone will be well taken care of, with help from 5th year Mentors, Class Tutors, Year Head, Chaplain and School Completion Programme (SCP), to name just some of the supports available.

First Year students will begin school on Tuesday 28th August for an induction day from 9am - 4 pm to give them time on their own in the building and help them find their feet.

They will spend their first day with their Year Head, Ms Meade, Class Tutors, SCP staff and Mentors. Students will get to know their classmates, be divided into class groups, be given their timetable and have time to familiarise themselves with the school. Books will be issued to those who will have paid into the Book Rental Scheme.On their first day students will only need to bring a pencil case and one copy. A mid-morning snack, a lunch and a drink will also be required.

Please find below general information which may be helpful:

**School day**

Class will begin daily at 9am and continue until 4pm Monday – Thursday. Friday classes will finish at 12.43pm. Buses will run accordingly.

**Uniform**

The school uniform is available for purchase locally from Crowley’s, The Square, Dunmanway. Only **standard navy school trousers or navy knee length school skirt** and fully **black shoes** are acceptable. A school fleece/jacket will be available for purchase in the school in September/October. It is important to note that non uniform items will not be accepted and alternative colours and styles will not be allowed. No facial piercings are allowed and one stud earring only in each ear.

**Attendance**

Students’ attendance at school is essential to allow them every opportunity to achieve to their potential. If a student is absent from school, you are required to phone the school office on the morning of the absence so that the attendance software can be updated to reflect an ‘explained absence’ in the returns to the Education Welfare Officer. A written explanation for all absences must also be recorded in the journal, to be signed by the Class Tutor. Please note that all students who attend appointments during the school day must provide a note and have it signed by the Year Head in advance of the appointment.

The Calendar of school holidays identifies all school breaks and you are as ked not to arrange holidays and appointments during school times.

In the event that this is not possible e.g. urgent medical or dental appointments, all students must be collected by a Parent or Guardian and signed out at the office.

**Who to contact**

We ask that should a concern arise that you, as parents/guardians, would contact the appropriate person as soon as possible.

Availability of Class Tutors, Year Heads, Chaplain, Guidance Counsellor, Deputy Principal and Principal is timetable dependent, and therefore you are advised to make an appointment via the journal or through the school office in advance if at all possible.

The relevant people to contact are as follows:

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| All classes will be assigned a **Class Tutor** who should be the first point of contact regarding absences etc | | | |
| **Year** | **Year Head** | **Area** | **Staff** |
| **First** | Ms. Sinead Meade | **SEN Coordinator** | Ms. Deirdre O’Connor |
| **Second** | Ms. Katherine Barrett | **Multi-Disciplinary Class** | Mr. Ter Hogan |
| **Third** | Ms. Pat Carroll | **ASD Class** | Ms. Lisa Denmead |
| **Fourth** | Mr. Sean Crowley | **Chaplain** | Ms. Elaine O’Sullivan |
| **Fifth** | Ms. Rose Uí Shuilleabhain | **Guidance Counsellor** | Ms. Clare Collins |
| **Sixth** | Mr. Eamon Scully |  |  |

**The start-up dates and school calendar 2018-19**.

The Calendar of school holidays identifies all school breaks and you are asked not to arrange holidays and appointments during school times.

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| **School Re-Opening** | **August 28th 2018** | **First Year** |
| **August 29th 2018** | **First, Third & Sixth Years**  **Special Classes** |
| **August 30th 2018** | **Second & Fifth Years**  **Special Classes** |
| **August 31st 2018** | **All Pupils** |
| **6th Yr. P/P/T Meeting** | **Tuesday, 9th October 2018** | |
| **Autumn Mid Term** | **Monday, 29th October 2018 – Friday, 2nd November 2018** | |
| **3rd Yr. P/P/T Meeting** | **Wednesday, 21st November 2018** | |
| **Christmas Holidays** | **Monday, 24th December 2017 to Friday, 4th January, 2019** | |
| **Staff Training**  **(School Closed)** | **Wednesday, 9th January 2019** | |
| **1st Yr. P/P/T Meeting** | **Thursday, 17th January 2019** | |
| **2nd Yr. P/P/T Meeting** | **Tuesday, 29th January 2019** | |
| **Staff Training**  **(School Closed)** | **Thursday, 31st January 2019** | |
| **Spring Mid Term** | **Monday, 18th February - Friday, 22nd February 2019** | |
| **5th Yr. P/P/T Meeting** | **Thursday, 28th February, 2019** | |
| **Bank Holiday** | **Monday, 18th March 2019** | |
| **Easter Holidays** | **Monday, 15th April - Friday, 26th April 2019** | |
| **Bank Holiday** | **Monday, 6th May 2019** | |
| **4th Year Presentation (Provisional)** | **Wednesday, 22nd May 2019** | |
| **End of School Year** | **Friday, 31st May 2019** | |

**School Journal**

The school journal is a two way means of communication between home and school. We ask that all pupils have their journal with them daily and that parents sign this journal weekly. As the journal is required under our School Rules, should a pupil not produce a journal when requested, it will be dealt with under the Code of Behaviour. We ask that parents please bring the school journal with them to Parent/Teacher/Pupil meetings.

**Annual Registration**

**This is set out below and can be paid in full or in instalments by Friday 24th August.**

**We would like to thank you in advance for your co-operation in this regard.**

Payment should be made by using our Way2Pay on-line payment system for all fees and costs. You will receive a text notification when it is accessible. Please go to [www.micc.ie](http://www.micc.ie) for the parent guide on ‘How to pay online by using our Way2Pay system’.

This is for your convenience and to make MICC a cashless premise. Payments can still be made by cheque or cash to the school office from Thursday 16th August to Friday 24th August. Cheques should be made payable to ‘Cork ETB’.

It is due to the continued payment of the Student Resource & Development Fundthat MICC is in a position to continue to offer our students an extensive range of services. As was the case in previous years our Student Resource and Development Fund is in place to assist in covering the cost of day to day expenses including: photocopying, SMS text alerts, the student insurance scheme, postage, buses, most materials for practical subjects (e.g. Metal, Art, Wood), some activities and other incidentals that crop up throughout the year. This voluntary fund does not cover the cost of some activities/trips that involve substantial costs.

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| **Payments by all families** | |
| **Annual Registration**  Student Resource & Development Fund | First Child €105.00  Or  Family €150.00 |
| **Student Journal & Locker rental** | €20 per student |

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| **PLUS payment as relevant per year group** | | | | | |
|  | **1st** | **2nd** | **3rd** |  | |
| Book Rental (optional) 1st , 2nd & 3rd year  **Books issued once payment received on/before 24th August** | €110 | €95 | €35 |
| Transition Year | €100 | | | | |
| Special Classes | €75 | | | | |
| Pre Examinations (subsidised) | 3rd year | | €100 | 6th year | €100 |

**Note:** Sending a son or daughter to school is expensive. The school however, may be in a position to help anyone experiencing particular difficulty with uniform, books or school fees. Anyone requiring assistance is asked to arrange to meet with school management, to discuss any such concerns and possible supports available. Each individual will be dealt with in the strictest confidence. Please contact the school office in August to arrange an appointment.

**Study/Homework**

Each pupil is expected to establish a homework and study routine. We ask that all parents work with us in ensuring that their sons/daughters attain their potential during their time with us in the College. To this end we ask that journals are signed weekly by parents/guardians**,** all notes are written in the relevant section in the journal and that journals are brought to the parent teacher pupil meetings. Please refer to your child’s journal for important support information.

**Book-lists**

These will be available from our website [www.micc.ie](http://www.micc.ie) please note that a book rental scheme (optional) operates from first to third year. A list of books/work books/dictionaries etc. that pupils will need to purchase themselves is under each year group information section.

**Friendship/Anti-Bullying Policy**

Maria Immaculata Community College does not tolerate acts of bullying nature. Our Bullying Policy is available on [www.micc.ie](http://www.MICC.ie)

**Contacting Parents/Guardians/Contact details**

We use a texting service to make parents/guardians aware of events in the college. This is only as effective as the information that we received upon registration.

Please inform the school office, in writing, at the earliest possible opportunity should your correspondence details or phone number change, or have changed in recent times.

**Accessing pupil reports/information – VSware**

We provide an online system for you to access your child’s attendance, timetable and reports. This system is accessed through the link which you will receive by text or on [www.micc.ie](http://www.micc.ie) in ‘Links’. A username and password is issued to families and sent to you via text in September. If you have any issues at all in using this system please contact the main office on 023 8856030. We do not post/print annual reports unless you request us to do so. Please go to [www.micc.ie](http://www.micc.ie) under your relevant year group information for parent guide on How to access my child’s report, attendance and timetable using VSware.

[www.micc.ie](http://www.micc.ie)

We invite you to browse our website and twitter regularly to keep up to date on all college activities.

A copy of the MICC Newsletter detailing just some of our activities and achievements over the past year will be available on [www.micc.ie](http://www.micc.ie)

Finally, if at any stage of the school year, there are any issues which may affect your child’s progress or that you feel we should be informed about, please do not hesitate to contact the school office and/or your child’s Year Head.

Wishing you all a safe and enjoyable summer break,

Is dea-ghuí,



Ms Fiona Nic Chárthaigh Mr Denis O’Sullivan

Principal Deputy Principal