**Information for 2nd-6th year Parents/Guardians 2018-19**

**Return dates**

The Calendar of school holidays identifies all school breaks and we ask that holidays and appointments not arranged 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** | 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** | 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, 31 May 2019 | |

**Annual Registration**

This is set out below 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 premises. All payments can be in instalments and a text receipt will issue directly to you. 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 Fund that 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:** Payment for pre-examinations will be possible using Way2Pay at any stage during the school year in advance of the end of January deadline. This cost is not covered by a medical card.

**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.

**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.

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** | **Staff** | **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 |  |  |

**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 (no runners) are acceptable.

A school fleece/jacket will be available for purchase in the school in due course. 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 - a part-time student cannot compete with a fulltime student. If a student is absent from school, you are required to make contact with the school office 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 asked 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.

Senior students must not arrange driving lessons during the school day.

**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 part of 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.

**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 reports, attendance and timetable. This system is accessed through [www.micc.ie](http://www.micc.ie) a username and password is issued to families and sent to you via text. 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 or 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,

Le dea-ghuí,

Ms Fiona Nic Chárthaigh Mr Denis O’Sullivan

Principal Deputy Principal