**Information for 2nd-6th year Parents/Guardians 2020-21**

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**Point to note:** All of the information contained within this guidance is subject to change if required due to public health advice. The school will inform you of any changes that may be required as soon as it is practicable to do so.

**Return dates**

The Calendar of school holidays identifies all school breaks and we ask that holidays and appointments are **not** arranged during school times.

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| **School Re-Opening** | Tues Sept 1st 2020 | First Year |
| Wed Sept 2nd 2020 | First, Third & Sixth Years |
| Thurs Sept 3rd 2020 | Second, Third, Fifth & Sixth Years  (**Note no classes for First Years)**  Special Classes |
| Fri Sept 4th 2020 | All Pupils |
| **6th Yr. P/P/T Meeting** | Tuesday 20th October 2020 | |
| **Autumn Mid Term** | Monday 26th October 2020 – Friday 30th October 2020 | |
| **3rd Yr. P/P/T Meeting** | Wednesday, 18th November 2020 | |
| **November Wellbeing & Assessment Week** | Monday 23rd November to Friday 27th November 2020 | |
| **Variety Show** | Tuesday 15th & Wednesday 16th December 2020 | |
| **Christmas Holidays** | Wednesday 23rd December 2020 to Tuesday 5th January 2021 (inclusive) | |
| **Junior Cycle CPD for Teachers** | Wednesday 6th January 2021 (**no classes for students)** | |
|  | Classes resume for students on Thursday 7th January 2021 following Christmas holidays. | |
| **2nd Yr. P/P/T Meeting** | Thursday, 14th January 2021 | |
| **Pre-examinations** | Monday 18th to Friday 29th January 2021 | |
| **5th Yr. P/P/T Meeting** | Thursday 11th February 2021 | |
| **Spring Mid Term** | Monday, 15th to Friday 19thFebruary 2021 | |
| **St Patrick’s Day** | Wednesday 17th March 2020 | |
| **Easter Holidays** | Monday 29th March to Friday 9th April 2021 (Classes resume on Monday 12th April 2021) | |
| **1st Yr. P/P/T Meeting** | Tuesday 27th April 2021 | |
| **Bank Holiday** | Monday 3rd May 2021 | |
| **Summer Assessments** | Monday 31st May to Friday 4th June 2021 | |
| **End of School Year** | Friday 4th June 2021 | |
| **State Exams begin** | Wednesday 9th June 2020 | |

**Annual Registration**

This is set out below can be paid in full or in instalments by **Friday 14th August 2020**

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 6th August to Friday 14th 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 16th August** | €120 | €95 | €40 |
| **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 or email miccinfo@corketb.ie 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** | Mr. Kenneth Hickey | **Multi-Disciplinary Class** | Mr. Ter Hogan |
| **Third** | Ms. Pat Carroll | **ASD Class** | Ms. Aoife Power |
| **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 are acceptable.

A school fleece 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. 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.**

**Online learning**

Through Cork ETB the school is in a position to offer each student access to the Office 365 package which includes Microsoft Teams. This is the online platform utilised within the school. It is expected that all students engage with remote learning , if it is required, to the best of their ability. It is also expected that all students remain respectful of all members of the school community when operating in the online space. Failure to do so will result in a loss of access to the online space for a period of time. All existing school policies remain operational throughout any period of online learning and teaching.

**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 have on record.

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.

At times we may ask for parents/guardians to read information we have posted on Microsoft Teams. Each students will be given access to Office 365 and parents can view items of information through that forum also.

**Accessing pupil reports/information – VSware**

As you will be aware we provide a highly effective 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 ‘Parents’ and go to your relevant year group. Information for ‘*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 page @MICCDunmanway 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 is 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,

Mr. Niall Murphy Ms Fiona Nic Chárthaigh

Principal Deputy Principal