

## ***1st Year Welcome Sheet April 2021 Information and Guidelines***

Our students are the heart and the entire point of the school and a great deal of effort is spent on their progress and welfare. Each year group has a designated Year Head who is responsible not only for disciplinary matters but also for the pastoral care of students.

- **School Hours:**
  - Monday – Thursday 8.55am – 3:40pm
  - Friday 8.55am – 1.10pm
- Each pupil is given a class timetable at the beginning of the year, as well as a timetable for the year detailing holidays; parent teacher meetings etc. We expect every student to attend school every day & students should arrive in sufficient time so they may go to their lockers, organise books and materials needed for class. We need full support from parents in this matter and in ensuring holidays abroad, dental and medical appointments etc. are arranged as far as possible outside of school time.
- If a student is unavoidably late he should bring a note of explanation from a parent/guardian. This should be written in the space assigned in the school journal.
- Parents/Guardians are asked not to bring their car inside the school gate to drop or collect a student from school.
- It is vitally important that school records are correct so that letters may be delivered correctly. Please let us know immediately if there have been changes to telephone numbers since registration. It is vital that we can contact a parent/guardian in the event of an emergency.
- Absenteeism greatly hinders progress. If for any reason your son is absent, written notification must be sent to the Year Head. If such notification is not received it will be assumed that your son has been absent without your knowledge.
- Doctors and dental appointments should as far as possible be arranged at times outside of school hours. If a student needs to attend an appointment, be collected if sick, he must be collected from the reception area outside the main office. If you feel that some details of your son's temperament, health etc. would help us to understand him better, please do not hesitate to inform us.
- Parent teacher meetings are held annually. It is important that every effort is made to attend these meetings. Appointments can be made at other times by writing to or phoning the school secretary at 090-6626496 during school hours.
- Student assessments takes place in November/December, February and May/June.
- Student progress reports are issued after these assessments on VS Ware.
- First year students eat their lunch in the general-purpose hall or a designated area. We ask all students to clean up and bin their own rubbish, to ensure that tables are cleaned and chairs arranged neatly.
- A detailed academic school calendar will be available at the start of term. Further communication with parent/guardian is by the following means:
  - *Use of school journal.*
  - *Information evening for all 1st Year parents/guardians in September.*
  - *Reports following exams.*
  - *Parent Teacher meeting once a year.*
  - *Additional letter/notes as required.*
  - *School website.*
  - *School text message service.*
- Microsoft Teams is the online forum that supports Teaching and Learning here in CBS. In early September all students will be given login details and will be added to a Team for each subject and to a First Year General Team.
- All students in first year are given a taste of the practical subjects from September to Christmas. These include Wood Technology; Art and Tech Graphics. At Christmas students select on practical subject.
- Learning Support and Care Teams – all students have access to supports and guidance throughout their school years. Any student in receipt of learning support hours will be given an IEP plan and communication with parents will be ongoing.
- The school provides a wide range of extra-curricular activities for students.

- These activities offer students opportunities to partake in events which we value in the overall teaching, training, and development we provide. These activities are announced at assembly or over the intercom.
- It is the duty of every student to contribute positively to the learning environment in every class and to have a good standard of behaviour. By interrupting the learning atmosphere the student invites sanctions. The teacher is not the initiator of sanctions; the student has chosen extra work, detention, report etc. The student however will be made aware of the consequences in advance.
- We are mindful that praise and positive consequences are more important in maintaining a good relationship with students than punishment and negative consequences. With this in mind, we have a Student of the Month Initiative together with many other varying strategies which celebrate achievement and positive behaviour.
- For breaches of the Code of Behaviour it may be deemed appropriate to implement a detention period for a student. Detention may take place during the school day (lunch time detention at the discretion of the individual teacher) or after school hours (Friday from 1.30pm – 2.30pm).
- The student will be given details of when and where detention will take place. The duration of the detention will also be stated. The student will be aware of the impending detention so that relevant arrangements can be put in place.
- If you have concerns regarding your son's progress in a particular subject, the normal procedure is to contact the class teacher. The Year Head should be contacted if problems are of a more serious nature.
- The school's Code of Behaviour must be read carefully. It will be available to parents/guardians and students at the beginning of the school year and is in the Student Journal 2021/2022.
- CCTV is in operation in circulation areas inside and outside the building.
- Students are using the internet more frequently to keep in touch with friends, play games etc. for up-to-date internet safety information and advice please check [www.webwise.ie](http://www.webwise.ie)
- A retreat/social event is arranged for all 1st Year students in the second term. Further details will be available at the start of term.
- Our school uniform and school jacket is available from Donnellans in the town.
- The school operates a Way to Pay system for all payments including the General Purpose Fee at the end of August.

### **CBS Roscommon Board of Management**

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CBS Roscommon is administered by a Board of Management. As in most secondary schools, the Board is nominated by the parents, teachers and the Trustees (The Edmund Rice Schools Trust). The BOM consists of 8 members who are nominated every 3 years. It is the responsibility of the BOM to ensure that the school is administered according to the aims of the founders and for the benefit of all our students. The BOM is also responsible for all financial affairs in the school.

### **CBS Roscommon Parents Association**

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We have a very active parents' association here in CBS Roscommon. This committee gives great support both to parents and to the school and is subject to the Board of Management. Members of the committee help and advise on policy development as well as organise fundraising initiatives.

Parents are always welcome to CBS Roscommon. Parents should feel free to ring or make an appointment to speak with the Principal or Deputy Principal or any of the teachers if the need arises. If a parent needs to come to the school for any reason, he/she must go to the school office and inform the secretary of their presence. Parents may not go to classrooms on their own initiative. The secretary will send for students to the office, if necessary.

*I look forward to welcoming you and your son to our school for the upcoming academic year. Please do not hesitate to contact the school if we can be of any assistance.*

*Le gach dea-ghui, Fiona Gallagher*

*Priomhoide*

*Year Head, Breda Buckley*

