Coláiste Bríde
Student Information Booklet
2019 – 2020
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Dear Student

Welcome to Coláiste Bríde. The idea of this booklet is for you to have detailed information on how things work in school so that you can look it up when you forget.

Some of you will find the move harder than others. This is part of life and you should give yourselves time to settle in. Remember to look for help if you need it, either through a Meitheal leader, your Class Tutor, the Guidance Counsellor, Learning Support Teachers, Year Head or any other teacher.

We will meet with your parents in the first term to review how you are settling in.

We hope that you will find in our school a happy environment where you will feel comfortable and that the conditions and facilities will be such that you achieve your potential. To this end, we expect you to work to the best of your ability, behave well, show respect for yourself and others and co-operate with all school staff.

Ms. Kiera O’Sullivan
Principal
Things Students Find Difficult

You are not alone! The following is a list of things that all students find difficult at the start of first year but after a few weeks you will find each of these issues less difficult.

- The number of teachers
- Large numbers of students
- Finding your way around
- New subjects
- Bringing the right uniform, books and equipment
- Following the timetable
- Tiredness from an earlier start and a longer day
- Homework:- Managing homework properly

What You can do make things easier for Yourself

Settling In

- Try to stay with your classmates between classes and at break-times
- Help each other and include those who look left out
- Try to talk to a few new classmates each day to get to know people
- Join extra-curricular clubs and activities
- Don’t expect too much of yourself – settling in takes time
- Do not put yourself down, you are as good and talented as any other person, we all have different talents.
- Listen to advice given to you by reliable adults
- Take responsibility for your actions – if you’ve done something wrong accept the punishment and move on
- Talk to your class tutor if you are feeling down or things are getting too much.

Schoolwork

- Behave well and respect yourself and others
- Homework Journal – fill in your homework before the end of each class and tick it off as work is done
- Always put in your best effort
- Accept extra help if you need it and ask for it if it has not been offered—talk to a Meitheal leader or a teacher
Homework

- At the end of school:
  - Check your school journal to see what homework you have to do.
  - Bring the books and equipment that you need home.

- In the evening at home:
  - Attempt all homework even if you cannot finish.
  - Set a regular pattern of homework time 1–1.5 hours.
  - Find a quiet, well-lit place to work
  - Prepare ahead for the next school day: check your timetable regarding homework/books/equipment/any notes required for the next day

Preparing for the next day of school

- Again, prepare ahead for the next school day: check your timetable regarding homework/books/equipment/any notes required for next day
- Prepare lunch, uniform and keys for the next day
- Go to bed at a reasonable time.
- Give yourself plenty of time in the morning to get ready for school, if you find you are in a rush then set your alarm for earlier.
- Eat a good breakfast each morning before school.

Getting to and from school

The school is opened by our caretaker Pat for students from 8.00am each morning. The Front Office of the school does not open till 8.30am.

The following information is very important for students who travel to school by car:
For health & Safety parents are not permitted to drive up the school avenue during the following times:

- Between 8.20 am – 9.00 am in the morning
- Between 3.30 pm – 4.00 pm Monday, Tuesday & Wednesday evenings
- Between 2.50 pm – 3.20 pm Thursday & Friday evenings

Students can be safely dropped and collected at the drop off area near the Grotto on the main road to Ballymurn.

Uniform

Students must wear their full school uniform during the school day. To prolong the life of the uniform we suggest you change out of your uniform after school every day.
As uniforms get mixed up easily it is very important that you label each item of your uniform including your Coláiste Bride school jacket.
List of Uniform Items:

- A navy school jumper with red stripe.
- A clean white shirt.
- A red tie.
- A plaid Coláiste Bride school skirt or the Coláiste Bride school uniform trousers.
- Navy socks or navy tights, navy or black shoes – no boots, canvas shoes or runners are allowed.
- A Coláiste Bride school jacket can be worn over the jumper on excessively cold days.
- Only a plain navy scarf or headscarf is permitted.
- All students must also wear the correct P.E. uniform.

Uniform Expectations

- If you are unable to wear an item of the uniform to school, you must present a note at the office before 8:40 am that morning.
- Students are expected to be clean, neat and tidy at all times. Hair dyed or bleached to unnatural or fluorescent colours is not permitted.
- Nails of inappropriate length and style are not permitted. Only nail colours that are neutral or “nude” are permitted.
- For Hygiene and Health & Safety reasons some subjects may have their own rules in relation to nails.
- Students are permitted to wear make-up and jewellery, but not to excess.
- Visible tattoos are not permitted.
- For safety reasons, nose studs, eyebrow studs or any other form of visible facial or tongue piercings are prohibited. Spacers are allowed for a two-week period only. Plasters are not allowed to cover piercings.
- Runners/trainers and/or tracksuit/hoodie/zip top, etc. may only be worn for P.E. classes.
- The school authorities are the judges of what constitutes acceptable standards of dress, hairstyles and jewellery.

Homework Journal

Every student will be given a journal on the first day of school. The purpose of the journal is:

a) to remind students of their homework
b) to keep parents informed of homework
c) to inform parents of any problems with regard to classwork and/or conduct.
d) to allow parents to communicate with teachers
e) to provide a space to explain student absences, lates or permission to leave.

Ask your parents to check the journal and sign it every week. Write up your subjects for the following week. The class tutor will check and sign the journal once per week. The school journal is the most important book for first year students. If you lose your journal it will have to be replaced at a cost of €10.
All students must have their school journal with them in class at all times. Students who arrive in school without a journal should present themselves to their Year Head or the Deputy Principal at the office before 8:40am.

Safety
Some subjects have their own safety rules and you must follow these. Fire drills are conducted throughout the year. Emergency exits must be kept clear at all times and should only be used for emergencies or fire drills.

Absence
Students are expected to be present and on time for all classes and to attend school regularly. An “Absence Note” must be completed in the school journal by a parent/guardian and placed in either the Note Box at the Students Entrance or at the Front Office before 8:40am on return from an absence from school.
Students are required to get class work and homework from classes they miss for whatever reason and to catch up on topics they are absent.

Permission to Leave
If a student needs to leave the school during school hours you must have a “Permission to Leave Note” completed by a parent/guardian (except when going home sick). The “Permission to Leave Note” must be signed by the Year Head before 11:00 am. If the Year Head is unavailable the Deputy Principal or Principal may sign the note. You must go to the Front Office to sign out at the time to leave. If you are returning to school later that day you must go to the Front Office to sign in on return.
Sick
When a student becomes ill during the school day, she should obtain her teacher’s permission to leave class and immediately go to the Office. The office will make contact with home to arrange for your collection. Students who are sick must be collected by a parent/guardian at the Office or make a suitable arrangement with school management.

Late
Students should be in school each morning before 8:40am. Class starts at 8.45am. If you are late you must Sign in at the Office before going to class. Otherwise you will be marked as absent. Students who arrive late to school must present a Late note signed by a parent/guardian to the office explaining the reasons for being late.

Lockers
All students are required to have a locker. The cost for your Locker Rental & School Journal is €35. Your Year Head will distribute lockers on your first day. You should purchase a lock that is suitable for your locker and keep the spare key of your lock at home. You should always keep your locker locked when not in use. Students are not expected to carry all their books around all day. Before 8:40am books should be organised for the first three classes. At break-time organise your books for the next three classes. At lunch-time get your books ready for the classes after lunch. There is plenty of time after class at 3:45pm or 3:05pm to collect and sort books for homework before catching the bus. Students must not go to lockers between classes or during class.

Book Rental
Ms. Harpur administers the book rental scheme. This covers the rental of all your school books for the year. Students should take care not to lose or deface books and you will normally be asked to pay the full cost of replacements. Write your name in the space on the sticker on the front. Some books will be kept until the end of 3rd Year while others will change each year. All books are returned before the summer holidays.
**Extra-Curricular Activities**

Extra-curricular activities play an important part in your development. They are especially important at First Year level in establishing friendships and a good team spirit. Please try to get involved. Activities are organised on a voluntary basis by school staff and mainly take place at lunch-time. These activities may include: basketball, hockey, Camogie, Gaelic football, soccer, athletics, debates, board games, science club, book club, maths club.

**Study Classes**

Students should always have both a reading book and homework or study work in their bag at all times. Students are not permitted to go to their lockers for a study class.

**Lunch Time**

Lunch is from 1.05 till 1.40. First Year students eat their lunch in their Home Rooms. We would advise students to only use the canteen as a treat and should instead bring a healthy packed lunch to school. A rota is drawn up to organise cleaning of classrooms at the end of lunch however each student is responsible for cleaning up after herself.

**Canteen**

The school canteen serves hot food for small break and lunch each day. First Year students who purchase their lunch in the canteen bring their food back to their classroom to eat it. You are expected to line up patiently in an orderly fashion and be polite to all canteen staff.

**Code of Positive Behaviour**

Our Code of Positive Behaviour is in your school journal. Please take the time to read this code. If there is anything you do not understand ask your class tutor.

The approach to discipline is based on a system of fairness where there is co-operation between student, parent and teacher within the school community. Although the Class Tutor helps monitor the student journal, their role is more of a supportive and caring role. The Year Head will deal with most disciplinary issues, more serious issues will be dealt with by the Principal and/or the Deputy Principal.

**Bullying**

We try to keep bullying to a minimum but inevitably some incidents will happen. It is important that **you tell someone**. Once we know something is happening we will deal with it. If you see a classmate is being treated badly by someone, you also have a responsibility to tell someone.

There are a number of people students can speak to about bullying:

- Your Meitheal leaders.
- Your class Tutor.
- A preferred teacher.
- Your Year Head Miss Duggan.
- The principal or deputy principal.
Meitheal Leaders
Fifth Year students volunteer to be a friendly face to each First Year class. This is especially important in the first few weeks when school can be a large and intimidating place. Sometimes it is easier to approach older students rather than teachers if you want to find out some information or need help.

School Office and Non-teaching Staff
You are expected to be courteous to all members of staff and follow their instructions. Please note that the school secretaries, Donna and Martina, are busy and may not always be able to deal with you immediately, so be patient or return later. The caretaker name is Pat, if you have lost the key to your locker inform the office and Pat can help you access it.

Learning Support
Learning Support classes are provided by a team of Learning Support teachers. Miss Murphy and Miss Duggan are the main learning support teachers however other teachers also provide learning support.

School Day
Students should be in school at 8.35am at the latest in order to have their books organised. The first bell rings at 8:40am which is the signal for students to make their way to class. All students must be in their seat in class for Morning Prayer at 8.45am. At 11:00am the first bell sounds at the end of break which is the signal for students to make their way to their next class which begins at 11:-05am. The bell at 1:40pm signals the end of lunch and again students should make their way to the next class which begins at 1:45pm.

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>8:45</td>
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<td>9:25</td>
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<td>10:05</td>
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</tr>
<tr>
<td>10:45</td>
<td>Break</td>
<td>Break</td>
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<td>11:05</td>
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<td>11:45</td>
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<td>12:25</td>
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<tr>
<td>1:05</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
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<tr>
<td>1:45</td>
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<td>2:25</td>
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<tr>
<td>3:05</td>
<td>End of day</td>
<td>End of day</td>
<td>End of day</td>
<td>End of day</td>
<td>End of day</td>
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<tr>
<td>3:45</td>
<td>End of day</td>
<td>End of day</td>
<td>End of day</td>
<td>End of day</td>
<td>End of day</td>
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</tbody>
</table>

The school day finishes at 3:45pm Monday to Wednesday and at 3:05pm on Thursdays and Fridays.
Base Classes
Your base class is the room assigned for your class for break and lunch. For many students your base class in where your locker is located.

1A  Room 12
1B  Room 35
1C  Room 36
1D  Room 33
1E  Room 34

Map of School
Bring the school map with you all the time for the first few weeks until you get to know the place. Do not be afraid to ask for directions if you get lost. There is a copy of the school map on the last page.

What to do if...

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<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I AM ABSENT</td>
<td>Put an Absence Note signed by parents in the Notes Box before 8:40 on the first morning you are back. Your Parent/Guardian should contact the school to speak to your Year Head if you are absent for a longer period of time.</td>
</tr>
<tr>
<td>I AM LATE</td>
<td>Sign in at the main office with a signed Late Note.</td>
</tr>
<tr>
<td>I NEED TO LEAVE SCHOOL EARLY</td>
<td>To leave school early your Parent?Guardian must sign a Permission to Leave Note. You must show this note to your Year Head before 11:00. You will not be allowed to sign out unless your Year Head has also signed the Permission to Leave note. If your Year Head is unavailable the Principal or Deputy Principal can sign this note. Go to the Front Office with your journal to sign out at the time to leave.</td>
</tr>
<tr>
<td>I CANNOT FIND THE CORRECT ROOM FOR CLASS</td>
<td>Ask any teacher you see on the corridor</td>
</tr>
<tr>
<td>I HAVE NOT GOT MY COMPLETE UNIFORM</td>
<td>Please present a note explaining why you do not have an item of uniform to your Year Head, the Deputy Principal or the Principal in the morning before 8:40am. If you do not have a note you should still go to the Front Office before 8:40am.</td>
</tr>
<tr>
<td>Situation</td>
<td>Action</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>I NEED TO GO TO THE TOILET URGENTLY</td>
<td>Firstly, students should go to the toilet before school at break and at lunch. You should not go to the toilet between classes unless you have first received your teacher’s permission. If you really must go to the toilet during class, ask permission from the class teacher and present your journal at the correct page for the teacher to sign.</td>
</tr>
<tr>
<td>I AM HAVING DIFFICULTIES WITH A SUBJECT</td>
<td>Tell your subject teacher and talk to your Year Head</td>
</tr>
<tr>
<td>I CANNOT SEE THE BOARD WELL IN CLASS</td>
<td>Tell your teacher and ask to sit in the front of the class</td>
</tr>
<tr>
<td>BULLYING</td>
<td>Report to bullying incidents to a Meitheal Leader or any staff member. You should also report any bullying incidents you see happening to other students.</td>
</tr>
<tr>
<td>MOBLIE PHONES</td>
<td>You are permitted to bring a mobile phone to school, but the phone should be turned at all times unless you have been given permission to use it by a teacher. For the first few months of the school year First Years will not be permitted to use their phones before school, at break or lunch time.</td>
</tr>
<tr>
<td>THE FIRE ALARM RINGS</td>
<td>Follow the teacher’s instructions. Do not panic.</td>
</tr>
<tr>
<td>I FEEL ILL/HAVE AN ACCIDENT</td>
<td>Tell your subject teacher and report to the Front Office.</td>
</tr>
<tr>
<td>I LOSE SOMETHING/FIND SOMETHING</td>
<td>Report it to the Front Office.</td>
</tr>
<tr>
<td>I AM WORRIED ABOUT SOMETHING IN SCHOOL</td>
<td>Speak to your parents, class Tutor, Year Head or Guidance Counsellor</td>
</tr>
<tr>
<td>I LOSE MY LOCKER KEY</td>
<td>Report it to the Front Office.</td>
</tr>
<tr>
<td>I CAN’T DO P.E. BECAUSE OF AN ILLNESS</td>
<td>Your parent/Guardian writes a note in your school journal and show it to the P.E. Teacher</td>
</tr>
<tr>
<td>I HAVE FORGOTTEN MY LUNCH</td>
<td>Speak to the Front Office.</td>
</tr>
<tr>
<td>I CAN’T TURN UP FOR SPORTS EVENT OR SCHOOL ACTIVITY</td>
<td>Inform teacher in charge or ring school office with an explanation</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>SOMETHING BAD HAPPENED AT HOME</td>
<td>Speak to any teacher.</td>
</tr>
<tr>
<td>SOMETHING BAD HAPPENED ON THE WAY TO SCHOOL</td>
<td>Speak to any teacher.</td>
</tr>
</tbody>
</table>