



COLÁISTE BRÍDE



Coláiste Bríde
Student Information Booklet
2022 – 2023

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Welcome from the Principal

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 Cara 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.

Kiera O'Sullivan.

Ms. Kiera O'Sullivan
Principal



First-Year Support Team

- Year Head: Miss Breen
- Guidance Counsellor: Aishling McDonald
- Special Educational Needs Co-ordinator: Louise Murphy
- Class Tutor & Subject Teachers
- Principal: Kiera O'Sullivan
- Deputy Principals: Rose McConville & Niall Moynihan
- Front Office: Donna Kirwan and Martina Foley
- Cara Leaders

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

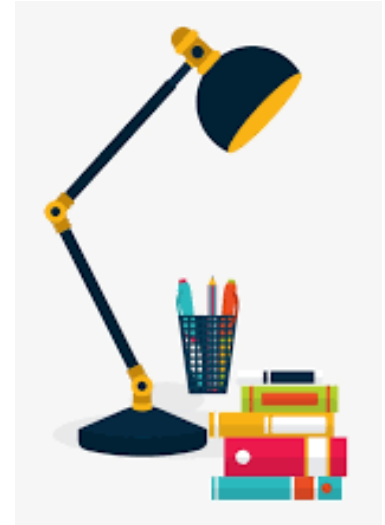
- Stay with your classmates at break-times
- Help each other and include those who look left out
- Try to talk to a few new classmates each day to get to know people
- Join extra-curricular clubs and activities when they start
- Don't expect too much of yourself – settling in takes time
- Do not put 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

- Write all your homework & learning into your school journal.
- 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.
- The following general guidelines are recommended for the maximum amount of assigned homework for each lesson:
 - 1st years – 15 minutes per class
 - 2nd years – 20 minutes per class
 - 3rd years – 20 minutes per class
 - 4th years – Varies depending on project work
 - 5th years – 30 minutes per class
 - 6th years – 30 minutes per class
- Longer assignments may be given over a number of days (e.g. If a 5th year student has 4 classes in a particular subject each week then a 4-hour project could be assigned to be completed over a period of two weeks).
- Students should also set aside additional time for regular study and revision.
- In the evening at home:
 - Attempt all homework even if you cannot finish.
 - 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 8.15 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. For health & safety reasons parents should not drive down Fr. Cullen Terrace, this is a residential area and not suitable for school traffic.

Uniform

Students must wear their full school uniform to school every day apart from the day that they have PE. To prolong the life of the uniform we suggest you change out of you uniform after school every day.

Students must wear a mask in school.

As uniforms get mixed up easily it is very important that you label each item of your uniform including your Coláiste Bríde school jacket.

List of Uniform Items:

- A navy school jumper with red stripe.
- A clean white shirt.
- A red tie.
- A plaid Coláiste Bríde school skirt or the Coláiste Bríde school uniform trousers.
- Navy socks or navy tights, navy or black shoes – no boots, canvas shoes or runners are allowed.
- A clean fresh face mask each day.
- A Coláiste Bríde 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: school quarter zip and a navy/black bottoms. Students must wear their school jacket to school on PE days.



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.
- Face masks should be inoffensive and slogan free.
- 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 school quarter zip may only be worn on the day you have P.E.
- 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 €15.



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

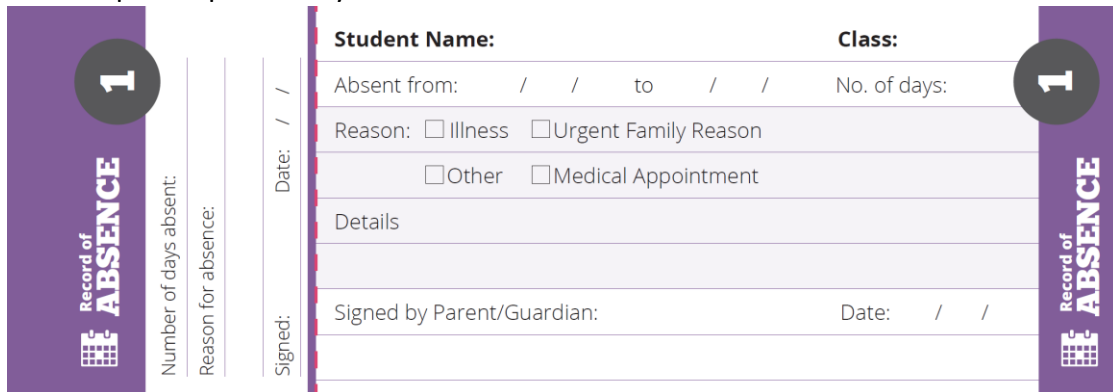
Some subjects have their own safety rules and you must follow these. Fire drills are conducted throughout the year. Emergency exits must be kept clear at all times and should only be used for emergencies or fire drills.

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 the Note Box at the First Year Students Entrance before 8:40am on return from an absence from school.

An absence note can also be submitted online by a parent through the VShare App.

Students are required to get class work and homework from classes they miss for whatever reason and to catch up on topics if they are absent.



The form is titled "Record of ABSENCE" and is enclosed in a purple border. It contains the following fields:

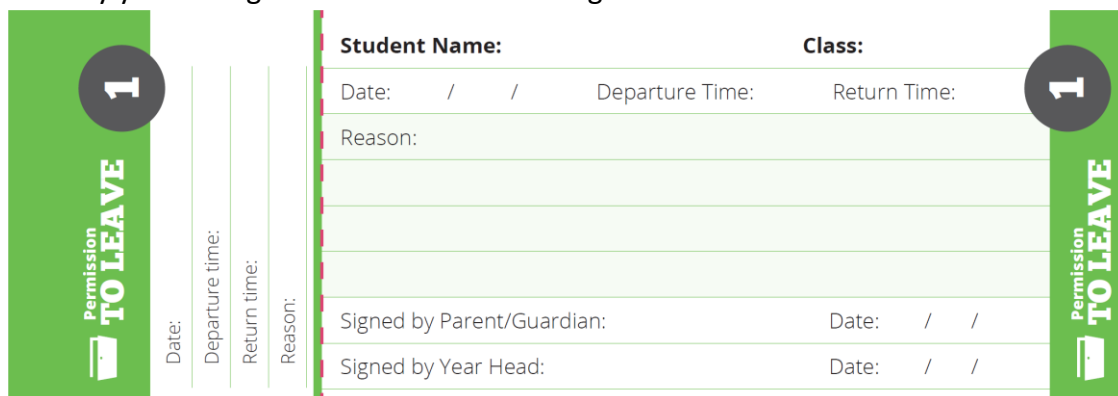
- Student Name:** _____
- Class:** _____
- Absent from:** / / to / / **No. of days:** _____
- Reason:** Illness Urgent Family Reason
 Other Medical Appointment
- Details:** _____
- Signed by Parent/Guardian:** _____ **Date:** / /
- Signed:** _____

On the left side, there are fields for "Number of days absent:" and "Reason for absence:" with a "Date:" field below them. A large number "1" is in a circle on the left. On the right side, there is a large number "1" in a circle and the text "Record of ABSENCE" with a grid icon.

Permission to Leave/Signing Out

If you 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). There is a section in your student journal for Signing out notes. Please bring this note to your Year Head in the morning for their signature before bringing the note to the office. If your Year Head is not available then Ms. O’Sullivan (Principal), Mr. Moynihan (Deputy Principal), or Ms. McConville (Deputy Principal) will sign the note for you.

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.



The form is titled "Permission TO LEAVE" and is enclosed in a green border. It contains the following fields:

- Student Name:** _____
- Class:** _____
- Date:** / / **Departure Time:** _____ **Return Time:** _____
- Reason:** _____
- Signed by Parent/Guardian:** _____ **Date:** / /
- Signed by Year Head:** _____ **Date:** / /

On the left side, there are fields for "Date:", "Departure time:", "Return time:", and "Reason:". A large number "1" is in a circle on the left. On the right side, there is a large number "1" in a circle and the text "Permission TO LEAVE" with a grid icon.

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.

1 LATE NOTE	Date:					
	Late time:					
	Signed:					
	Date signed:					
	Student Name:					Class:
	Date: / /					Arrival Time:
	Reason:					
Signed by Parent/Guardian: _____ Date: / /						
Tel no.: _____						

Book Rental

Ms. Harpur administers the book rental scheme. This covers the rental of all your schoolbooks 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**.

Study Classes

Students should always have a reading book in their bag at all times. In a study class, you can read or catch up on study or homework.

Lunch Time

This year for First Years Break Time is from 10:45 – 11:05 and Lunch time is from 1.05 till 1.45. First Year students eat their lunch in their Home Rooms or if the weather is dry to go outside. Each student is responsible for cleaning up after herself. Students can avail of food from Fresh Today, our canteen operators, or bring their own lunch.



Recycling & Green Schools

In each class is a bin for rubbish and a blue bin for dry and clean recycling materials such as paper. Recycling stations are also located around the school.



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.

In First Year we operate a positive behaviour rewards system. This reward system is where students are awarded points or commendations for doing something well. This might be for working really hard on a piece of work or based on something like extra-curricular involvement, attendance, grades, kindness to others or abiding by all school rules.

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:

- our CARA leaders.
- Your class Tutor.
- A preferred teacher.
- Your Year Head Ms. Breen..
- The principal or deputy principal.

Cara Mentors

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. Our caretaker's name is Pat.

Learning Support

Learning Support classes are provided by a team of Learning Support teachers. Miss Murphy, Ms Foley 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 get ready for their next class which begins at 11:05am. The bell at 1:40pm signals the end of lunch and again students should get ready for the next class which begins at 1:45pm.

The school day finishes at 3:45pm Monday to Wednesday and at 2:45pm on Thursdays and Fridays.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:45					
9:45					
10:45	Break	Break	Break	Break	Break
11:05					
11:05					
11:45					
1:05	Lunch	Lunch	Lunch	Lunch	Lunch
1:45					
2:45				End of day	End of day
3:45	End of day	End of day	End of day		

Class Tutor

Students meet with the class tutor once a week as part of their Pastoral Care class.

The Tutor will provide a pastoral care support for you and will help you settle into secondary school.

In the first few weeks, you will follow a Transition to Secondary School programme in your Pastoral Care class.

Base Classes

Your base class is the room assigned for your class for break and lunch.

1A	Room 42	Tutor:	1D	Room 38	Tutor:
1B	Room 41	Tutor:	1E	Room 39	Tutor:
1C	Room 37	Tutor:	1F	Room 40	Tutor:

Office 365

Keep your Office 365 username and password safe, do not share your password with anyone else. You should download the Microsoft Teams and OneNote apps to your device. Read the rules in your school journal in relation to your school email and Office 365 account.

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.

First Year Entrance

First Years student should access the school by walking up to the top Carpark as per the school map.

Lockers

Students will be provided with a locker and a unique 6-digit code to lock/unlock the combination lock.

- Lockers will be divided into ZONES for separate year groups.
- Each locker provides ample space for books, jackets, and equipment.
- Please make every effort to minimise your use of the locker at busy break times.
- Your locker is your responsibility.
- Please do not mark, damage, overfill or graffiti your locker or leave perishable food stored within overnight.

What to do if...

I AM ABSENT	Put an Absence Note signed by parents in the Notes Box before 8:40 on the first morning you are back or complete online Absence Request through VSware. Your Parent/Guardian should contact the school to speak to your Year Head if you are absent for a longer period of time.
I AM LATE	Sign in at the main office with a signed Late Note.
I NEED TO LEAVE SCHOOL EARLY	To leave school early your Parent/Guardian must sign a Permission to Leave Note in your school journal. Go to the Front Office with your journal to sign out at the time to leave. Send a picture of the note to your Year Head.
I CANNOT FIND THE CORRECT ROOM FOR CLASS	Ask any teacher you see on the corridor
I HAVE NOT GOT MY COMPLETE UNIFORM	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.
I NEED TO GO TO THE TOILET URGENTLY	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, write toilet in your journal in the right section and present your journal at the correct page to your teacher.
I AM HAVING DIFFICULTIES WITH A SUBJECT	Tell your subject teacher and talk to your Year Head
I CANNOT SEE THE BOARD WELL IN CLASS	Tell your teacher and ask to sit in the front of the class
BULLYING	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.
PHONES	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.
THE FIRE ALARM RINGS	Follow the teacher's instructions. Do not panic.
I FEEL ILL/HAVE AN ACCIDENT	Tell your subject teacher and report to the Front Office.
I LOSE SOMETHING/FIND SOMETHING	Report it to the Front Office.
I AM WORRIED ABOUT SOMETHING IN SCHOOL	Speak to your parents, class Tutor, Year Head or Guidance Counsellor
I CAN'T DO P.E. BECAUSE OF AN ILLNESS	Your parent/Guardian writes a note in your school journal and show it to the P.E. Teacher
I HAVE FORGOTTEN MY LUNCH	Speak to the Front Office.
I CAN'T TURN UP FOR SPORTS EVENT OR SCHOOL ACTIVITY	Inform teacher in charge or ring school office with an explanation
SOMETHING BAD HAPPENED AT HOME	Speak to any teacher.
SOMETHING BAD HAPPENED ON THE WAY TO SCHOOL	Speak to any teacher.

Coláiste Bríde Map with Student Entrances

