



GENERAL INFORMATION

2019/2020

Davitt College
Castlebar

June 2019

School Times: -	8.50 a.m.	-	First Bell (Students should be at school by this time)
	9.00 a.m.	-	Classes Begin
	1.20 p.m. – 2.00 p.m.	-	Lunch
	4.00 p.m.	-	Classes End on Mondays & Tuesdays
	3.20 p.m.	-	Classes End on Wed/Thurs/Fridays

TEXT BOOKS:-

We operate a Book Rental Scheme to help reduce the cost of books to Parents. In light of the current economic climate and being mindful of the expense Parents have at this time of the year, we have decided, despite a serious budget cut, to maintain the Book Rental Fees for 2018/2019.

FEES: -	Junior Cycle (1st & 2nd Year)	-	€150 per year
	3rd Year	-	€100
	Senior Cycle - 5th Year	-	€160
	6th Year	-	€100
	Transition Year	-	€250
	L.C.A. Year 1 & Year 2	-	€100

Third member of a family attending Davitt College will be free and half fee is payable for fourth member.

Please keep **Receipt** as evidence of payment. The **full fee** is payable on first day of term in August/September.

The fee also covers class materials for Practical Subjects, covering of books, Physical Education/Sport, travel to educational outings, guest speakers, School Journals, photocopying and some extra-curricular activities. It does not cover notes, work books, magazines, copies, special exam projects etc.

Books lost or not returned must be replaced or paid for.

N.B. As always in the case of financial difficulties, I will be sympathetic to Parents who **contact** me.

LOCKERS & INSURANCE: -

An additional fee of **€20 per student** will be charged to cover Locker and Insurance costs. This will enable all students to be covered under the **Personal Accident Insurance Scheme** (details available). **Note:** Insurance Scheme provides 24 hour cover for 365 days. Claim Forms are available from Reception. **Students are responsible for supplying their own padlocks for their lockers.**

MOCK EXAMINATION PAPERS: -

There will be a fee for Junior Cert. and Leaving Cert. Mock Examination Papers. This fee will be collected prior to the Mock Examinations in 2020.

ABSENTEEISM & ATTENDANCE: -

Poor academic progress is often linked to irregular attendance. Under the Education Welfare Act Parents/Guardians are responsible for explaining absences in writing. All students should have, at least, 90% attendance unless medically excused. Schools are bound to report any student who **misses more than 20 days**, in the school year, to the National Education Welfare Board.

SCHOOL JOURNAL: -

This is an essential means of communication between Parents and Teachers. All homework must be recorded in the school journal. Parents should check the school journal daily and sign daily. Tutors will sign the journal weekly. All notes regarding student's appointments, absences etc. must be recorded in appropriate section of the journal.

UNIFORM:-

The uniform consists of green jumper (with crest), green check skirt/green trousers and cream shirt for girls.

Boys uniform consists of green jumper (with crest), black trousers and cream shirt.

Black shoes only. Runners are not allowed. Black jeans/leggings are not allowed. Full uniform must be worn every day.

P.E Uniform:- consists of black/navy track pants, white t-shirt and green hoodie. Hoodies will be available to order in Davitt College in early September and cost €20.

DRESS:-

Students must be neat and tidy in appearance. **Inappropriate piercings and extreme hairstyles are not permitted.**
See Code of Behaviour.

PERSONAL PROPERTY:-

The College authorities are not responsible for the personal property of students. Bicycles should be locked at bicycle racks at rear of school and other belongings should be kept in lockers. **STUDENTS WITH CARS & MOTOR BIKES, SHOULD EXERCISE EXTREME CARE IN THE VICINITY OF THE SCHOOL. IF A STUDENT IS FOUND SPEEDING ON THE SCHOOL GROUNDS OR DRIVING IN A DANGEROUS MANNER AT ANY TIME, HE/SHE WILL BE AUTOMATICALLY BANNED FROM USING A CAR ON THE GROUNDS IN LINE WITH HEALTH & SAFETY REGULATIONS.** Money or valuables should not be kept in lockers. It is amazing the number of items that are left around the school and never claimed. Students should have their names on all items of clothing, books etc.

CANTEEN: -

Students can avail of the College Canteen facilities at break and lunch times. The “menu” includes breakfast rolls, sandwiches, soup, fruit etc. Hot meal available each day. Students may bring their own requirements and have their lunch in the Assembly Hall. All students are required to assist with “cleaning up” on a rota basis (One week per year) even if not availing of this facility.

LUNCH TIME:-

Supervision will be provided for students remaining in school at lunch time.

LEAVING THE SCHOOL DURING THE DAY:-

FIRST & SECOND YEAR STUDENTS ARE NOT ALLOWED TO LEAVE THE SCHOOL GROUNDS AT MORNING BREAK. (Please see attached note.)

PASTORAL CARE:-

Each class is assigned a Teacher who acts as **Class Tutor** and takes a special interest in his/her class. This helps to provide students and Parents with an interested, caring service of guidance and help. Each year group is allocated one or more **Year Heads** who co-ordinate the work of the Tutors and Teachers. **All notes regarding absences and permission to leave school should be addressed to the Tutor.** Please be familiar with names of relevant Tutor/Year Heads.

PARENTS' VISITS TO THE SCHOOL:-

It is school policy that Parents, who wish to meet with Teachers, should arrange an **appointment** and inform the Teacher or Management of the reason for the visit. The Principal or Deputy Principal will meet Parents without an appointment whenever possible. Parents or visitors to the school **must always report to Reception.**

HEALTH & CONTACT PHONE NUMBERS:-

If there is any problem concerning your son's/daughter's health, it is important to let us know. It is essential that the school can contact Parents during the school day if an emergency arises. You will be requested to provide such a number e.g. a mobile or work number as many houses are unoccupied during the day. If your son/daughter gets sick in school, it is more appropriate for him/her to be taken home, or to a Doctor, by a Parent/Guardian. However, **in an emergency**, we will take your child to A & E or to your Doctor.

PARENT-TEACHER MEETINGS:-

The Department of Education & Skills has standardised the arrangements for the holding of Parent-Teacher Meetings (See Diary). Students are invited to accompany their Parents/Guardians for Parent-Teacher Meetings.

PARENTS' COUNCIL:-

Our Parents' Council invites **new members** to join them and to become actively involved in school affairs.

HOMEWORK:-

Each student is expected to undertake all homework assignments given by Teachers and to spend time revising class work. The time will vary depending on year. **Journals** are issued to all students and we expect Parents and Tutors to **sign** Journals each week. Teachers/Tutors/Year Heads will advise students on amount of time that should be allocated to study depending on programme the student is following.

CODE OF DISCIPLINE & BEHAVIOUR:-

Please read carefully the **Code of Behaviour** (a copy is issued to each family on enrolment and a synopsis of the Code is printed in the Student Journal). Parents and students will be requested to sign an acceptance of the Code of Behaviour on enrolment.

MOBILE PHONES:-

**The use of Mobile Phones is banned in the school building during the school day.
Phones switched on will be confiscated.**

GENERAL MEETINGS:-

General Meetings for Parents are held whenever necessary or for specific purposes e.g. Information Evenings. A Partnership Night for all First Year Parents will be held in late September to determine how the transition from Primary to Post-Primary school has been for each student. A Partnership Night for all Fifth Year Parents will be held in October to advise Parents and students of Senior Cycle requirements.

SCHOOL LIBRARY:-

Our School Library is open to students at lunch time. **Computer Research** facilities will also be available to students at lunch time.

SUPERVISED STUDY:-

Supervised study will be provided in the School Year 2019/2020. Monday & Tuesday 4.15 p.m. to 6.15 p.m., Wednesday & Thursday 3.45 p.m. to 5.45 p.m. A nominal fee will apply. **STUDENTS WHO ARE NOT AVAILING OF SUPERVISED STUDY/HOMEWORK CLUB MUST LEAVE THE SCHOOL PREMISES WHEN SCHOOL ENDS. SUPERVISION OF STUDENTS IS NOT PROVIDED ON SCHOOL GROUNDS AFTER 4.10 p.m. PLEASE ARRANGE TO HAVE YOUR CHILD COLLECTED IF HE/SHE IS NOT AVAILING OF THE AFTER-SCHOOL STUDY/HOMEWORK CLUB.**

DETENTION:-

As part of the School's Disciplinary Policy, **Lunch Time Detention** will be in operation.

CHEWING GUM:-

CHEWING GUM IS NOT ALLOWED IN THE SCHOOL BECAUSE OF THE DAMAGE IT CAUSES TO SCHOOL PROPERTY

SMOKING:-

SMOKING IS FORBIDDEN BY LAW IN SECOND LEVEL SCHOOLS. THIS INCLUDES SCHOOL GROUNDS.

SCHOOL POLICIES:-

School Policies are available at www.davittcollege.com/policies

COMMUNICATIONS:-

A **Newsletter** will be published at least once per term and a **Year Book** at the end of school year.

GENERAL:-

It is important that every student is happy at Davitt College and has a good relationship with Teachers and fellow students. This creates the proper environment for a student's personal development. Parent-Teacher Meetings are one way of fostering the link between home and school. However, if your son/daughter is under undue pressure at school or has problems at home, please do not wait for a Parent-Teacher meeting to discuss the situation, contact the school immediately and we will make every effort to help overcome the problem.

BERNADETTE ROWLAND
(Principal)

STUDENTS LEAVING SCHOOL TO ATTEND APPOINTMENTS

Whenever a student is required to attend an appointment (medical, dental etc.) or is required by a Parent/Guardian to leave the school for any other reason during school hours:-

- 1. A note of explanation must be provided in student's journal.**
- 2. This note must be presented to the student's Class Tutor in the morning before classes begin.**
- 3. PARENTS/GUARDIANS MUST COLLECT THEIR SON/DAUGHTER AND SIGN HIM/HER OUT AT SCHOOL RECEPTION WHEN HE/SHE IS LEAVING THE SCHOOL.**
- 4. A Parent/Guardian must give authorisation/notify the school, in advance, if they wish to nominate somebody else to collect their child.**
- 5. If a student urgently requires to contact home, he/she must notify his/her Tutor/Year Head/ or other staff member who will contact home on behalf of the student. Students are not permitted to use their mobile phones at school.**

This is to ensure that the school complies with current Child Protection Procedures and Health & Safety Regulations.

A student who leaves the school without permission may incur suspension.