



# GENERAL INFORMATION

## 2020/2021

**Davitt College  
Castlebar**

**August 2020**

### 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

### BOOK RENTAL SCHEME

We operate a Book Rental Scheme to help reduce the cost of books to Parents. The Book Rental Fees for 2020/2021 are as follows:

Junior Cycle (1 <sup>st</sup> & 2 <sup>nd</sup> Year)	-	€150 per year
3 <sup>rd</sup> Year	-	€100
Senior Cycle - 5 <sup>th</sup> Year	-	€160
6 <sup>th</sup> Year	-	€100
Transition Year	-	€50
L.C.A. Year 1 & Year 2	-	€100

*Note: A 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 by the first day of term in August/September. Payment can be made and is accepted electronically by using the **Way2Pay** online platform. **Way2Pay is a swift and convenient cashless payment solution, enabling parents to pay school bills by text instantly or pay online, with just a few simple clicks. Please see enclosed information leaflet relating to this method of payment.** Parents will be notified of the date when the Way2Pay platform is available.

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.

### INSURANCE

An additional fee of €10 per student will be charged to cover 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.

### LOCKERS

**In line with measures taken by Davitt College to ensure social distancing takes place, the use of lockers cannot be made available to students until further notice. This decision has been made after consideration of public health advice and guidance from the Department of Education and Skills.**

We wish to inform you that in recent years, book publishers offer an e-book version of most school textbooks which is free to download. Further instructions on this are generally found on the inside cover of textbooks.

### **ABSENTEEISM & 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. Davitt College strongly discourages Parent(s)/Guardian(s) taking students out of school during term time to go on holidays.

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

**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 approximately €20.

### **PERSONAL PROPERTY**

The College authorities are not responsible for the personal property of students. The school strongly discourages students from bringing large sums of money and items of value to school. 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.

Bicycles should be locked at bicycle racks at rear of school. **Students with cars and 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 school grounds in line with health and safety regulations.**

### **LUNCH TIME**

Supervision will be provided for students remaining in school at lunch time. A **limited canteen** service will be available which includes pre-packed lunch options. Students are advised to bring a packed lunch and drink daily to school. Water refilling facilities will not be in operation. All year groups may leave the school grounds during lunchtime except First Year Students, who must remain on the school grounds during their lunchtime. For those First Year students living nearby who may wish to go home for their lunch, please see attached green form.

### **LEAVING THE SCHOOL DURING THE DAY**

For students leaving the school grounds during the school day to attend appointments, please see the attached note for the procedure to be followed regarding signing out by a Parent/Guardian or nominated adult.

### **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 Head** who co-ordinates 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 school personnel, must arrange an **appointment** with the school secretary prior to attending the school. Parents or visitors to the school **must always report to Reception.**

### **HEALTH & CONTACT PHONE NUMBERS**

Please ensure that you keep the school updated with regard to any change in your son's/daughter's health. It is **imperative** that the school can contact Parents/Guardians during the school day if an emergency arises.

**Please ensure you have provided us with your most up to date contact details for all Parents/Guardians as well as contact details for a nominated emergency contact.**

### **PARENT-TEACHER MEETINGS**

Details for the format of Parent Teacher Meetings will be confirmed at a later date.

### **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 Meeting for all First Year Parents is expected to be held in late September to determine how the transition from Primary to Post-Primary school has been for each student. A Partnership Meeting for all Fifth Year Parents will be held in October to advise Parents and students of Senior Cycle requirements. In light of Covid-19 restrictions, it is expected that these meetings may be held online.

### **SUPERVISED STUDY**

Supervised study will not be available. This will be reviewed during the school year.

### **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 at any time because of the damage it causes to school property. Its misuse and wrongful disposal, poses a high risk with regard to safety and hygiene, particularly in light of living with Covid-19.

**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](http://www.davittcollege.com/policies)

**GENERAL**

It is very important that every student is happy and feels secure 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 you with overcoming the problem.

**BERNADETTE ROWLAND**

**(Principal)**

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## **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, the following steps must be followed:

- 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 procedure 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.**