

PARENT/GUARDIAN INFORMATION SESSION

Transition Year 2025/2026



ETHOS AND CULTURE

A caring & safe environment.

Promotion of positive behaviour

Emphasis on positive values

Pillars– Respect, ambition, pride and kindness

Relationships – interpersonal connections.

Equitable & Inclusive.

Students having an active role in life of school.

Cross-curricular & Extra-Curricular.

Parental & Community Involvement.



OUR SCHOOL TEAM

- Tutor - 1 per class group (some groups may have cotutors this year)
- Year Head - 1 per year group
- Teachers
- Students - Student Council, Committees, Teams & Clubs
- Special Needs Assistants
- Principal- Anthony Creevey
- Deputy Principals- Corinne O'Toole, Anna Whyte & Kathy Barrett
- Admin staff
- Porters



TEACHING STAFF

Every effort has been made to give consistency of teachers for each student for all students. Due to some staff members leaving there will be some changes of teacher from last year however we had a very successful recruitment and have secured excellent, fully qualified teachers for all subjects and are very excited to welcome them to the team.

We are a school that supports student teachers. When a student teacher is taking a class, the qualified teacher will be present in the classroom and involved in planning and teaching.



SSE THEME 25'26

Empowering Students Through
Inclusive, Reflective, and
Responsible Learning



SSE THEME

- Adopting “**Empowering Students Through Inclusive, Reflective, and Responsible Learning**” as the SSE theme for 2025/26 is both evidence-based and strategically aligned with LAOS priorities. Each element responds to direct feedback from students, staff, and parents, builds on groundwork already laid in 2024/25, and supports the long-term goals of Clonturk’s SIP and national educational reform.



SSE 2025/26

01 **Belonging
for All**

Diversity
Awareness and
Anti-Racism

02 **Attend
Today,
Achieve
Tomorrow**

Attendance and
Punctuality

03 **Building
Better
Learning
Habits**

Developing
Strong Study
Skills

04 **Feedback in
Action**

Student
Reflection on
Feedback

IMBVE CURRICULUM

Identity, Multi-Belief and Values Education (IMBV Education) is a curricular expression of Education and Training Board (ETB) ethos and core values and focuses on the holistic development of the student in an ETB school. The new specification for *IMBV Education* sets out expectations for teaching, learning and assessment for the first, second and third years in post-primary school.

ETB Core Values are:

- **Excellence in Education**
 - **Care**
 - **Equality**
- **Community and Respect**

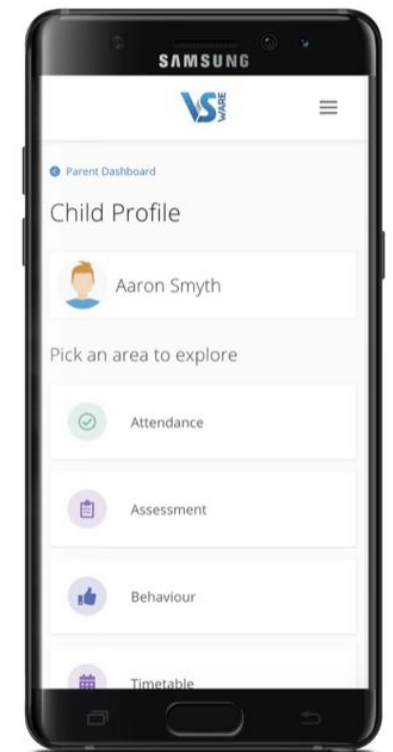
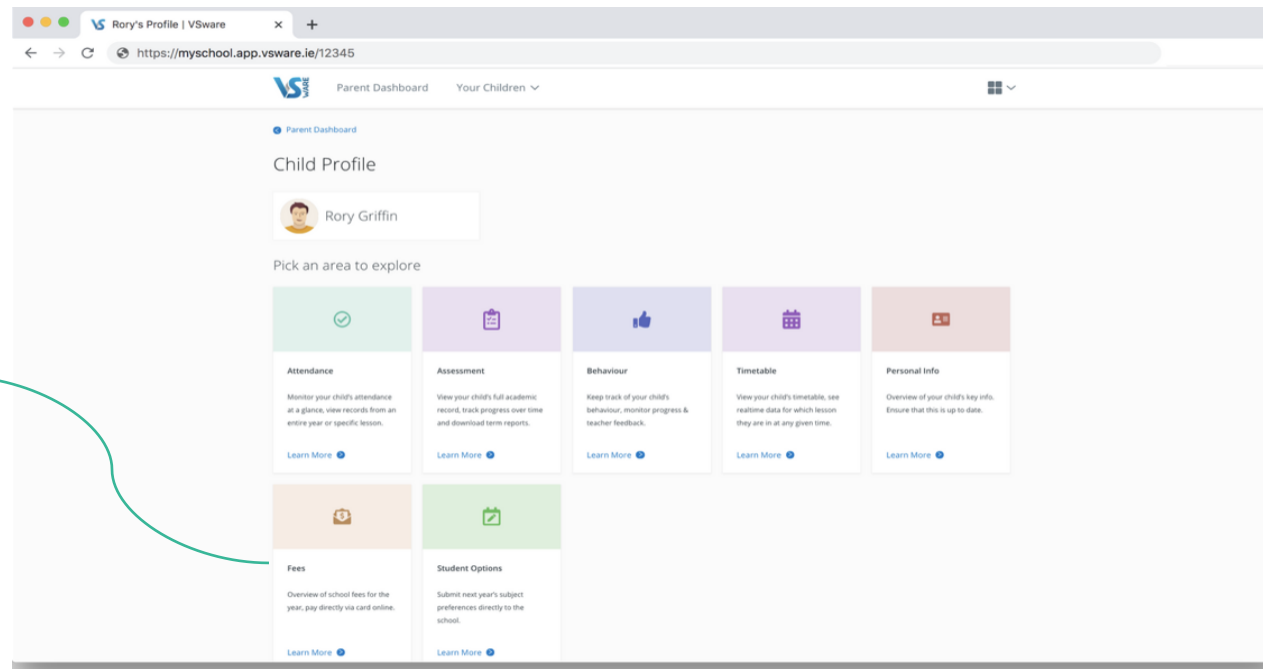
Previously known as Ethical Education on your child's timetable



OUR COMMUNICATION PLATFORMS

1. VShare– Student Timetables, Behaviour, Reports, View attendance (but not send in notes explaining absences).

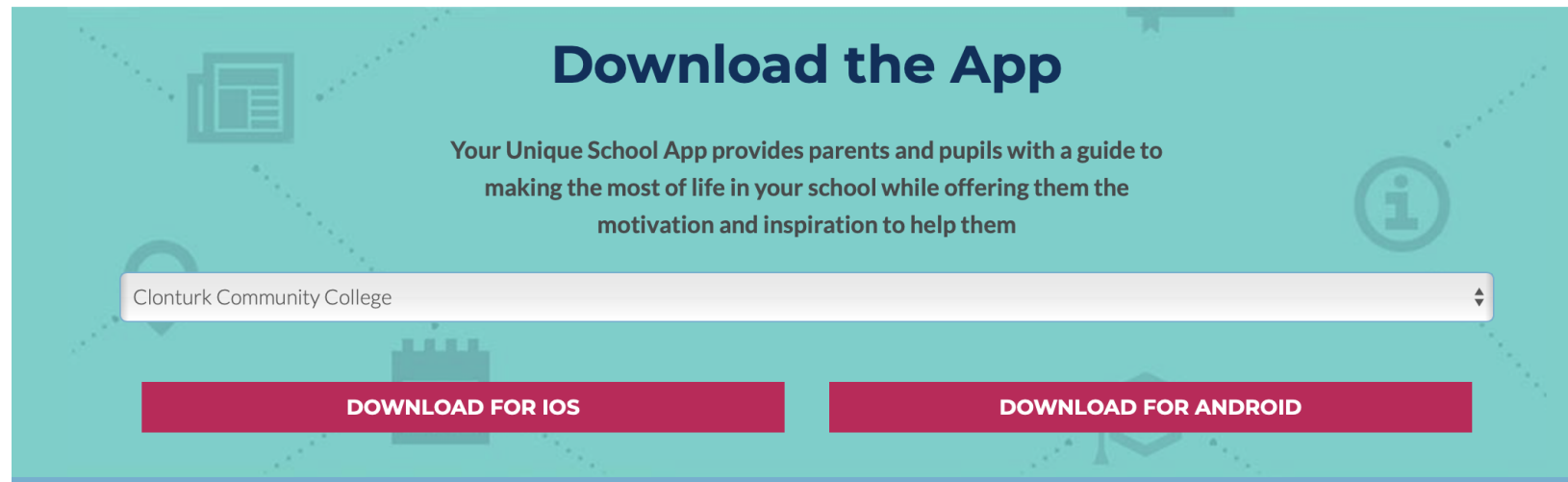
Fees are paid via our website not through Vshare. We use the MIT system. See website info below for the link 😊



2. Unique Schools App– All communication to and from parents/ guardians – record absences, send notes, sign permission slips.

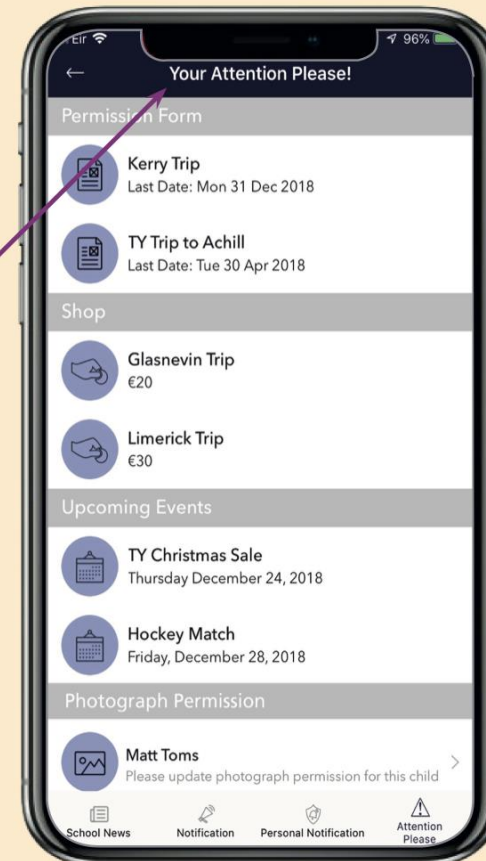
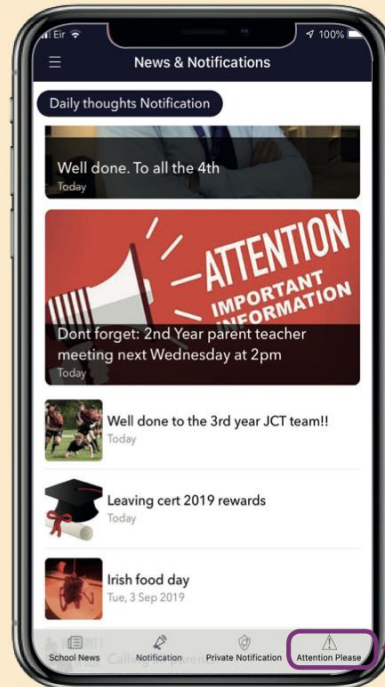
How to download -

Go to <https://www.uniqueschoolapp.ie> and scroll to the very bottom, select Clonturk CC and download for android or IOS.



DASHBOARD ALERTS

Your App will open on the New & Notifications page. See 'Attention Please' on the bottom strap for a list of reminders about forms and permissions you need to submit, plus payments you need to make.

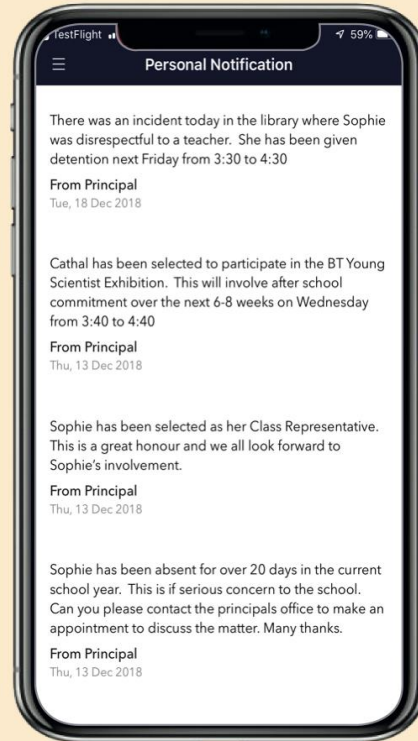


PRIVATE COMMUNICATIONS

No more Whats App!

Personal Notification

School can send private messages to individual parents.



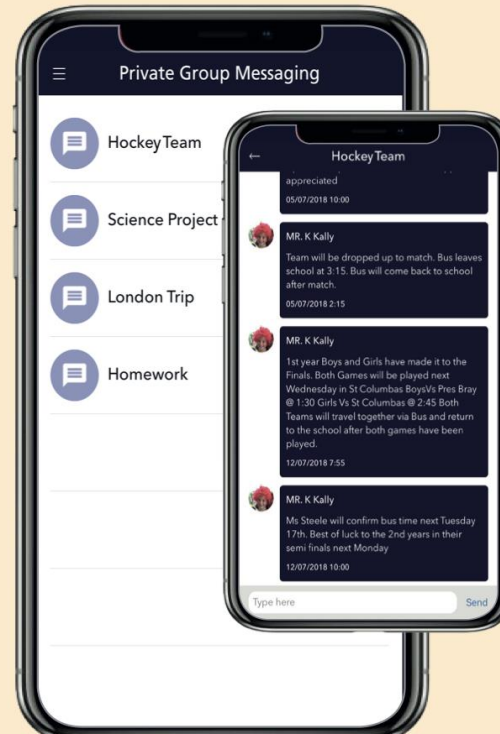
Private Group Messaging

Teachers & coaches can set up Groups for teams or activities. The teachers will then invite students and/or parents to the Group and only those who are invited can participate.

It allows for two way communications. So a coach can announce a match is taking place and a student can reply that they are available to play.

All conversations are recorded and cannot be deleted. This provides a fully secure, private space for communications which is controlled and overseen by the school.

Display name only is visible, email address and mobile numbers are not displayed.



3. Office 365- Outlook and Teams - student and teacher communication.

Each Year Group will have their own teams and also subject teams. Teachers will also use OneNote to upload class materials.

There is an online ICT information session for Parent/Guardians posted to the website in the ICT section for support and help. This will be updated in the coming months.

4. Social Media & Website:

Instagram: [@clonturkcc](#)

Facebook: Clonturk Community College

Website: [www.clonturkcc.ie](#)

SCHOOL WEBSITE HOME PAGE:

Helpful buttons:



VSware
Login



Office 365
Login

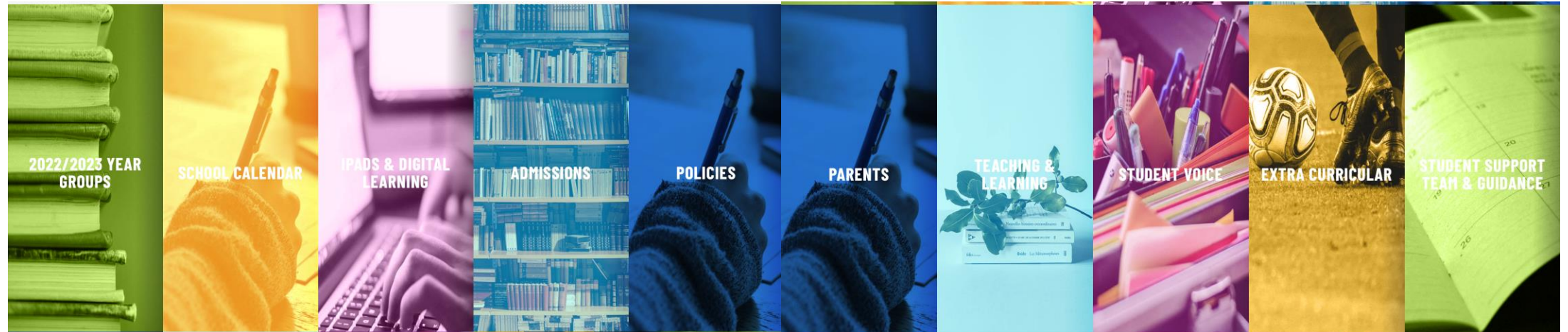


iTeam
ICT issues



Extra-Curricular
Calendar

Main
Pages:



COMMUNICATION

In Clonturk CC we value communication between all stakeholders – students, staff, parents/ guardians and our wider school community.

All communication going forward must be through the Clonturk CC app.

Please be aware that you will not receive an immediate response. Please note that Teachers/Year Heads are unable to respond to emails immediately during the school day as they are teaching, and that inboxes are not monitored in the evenings or at night, however they will endeavor to respond to you or contact you via phone if necessary at their earliest convenience.

COMMUNICATION POLICY

Email

Parents/guardians are requested not to contact subject teachers, tutors or SNAs directly. Unless direct communication is opened with a parent/guardian by a staff member, all communication should be sent via the school app. All community members should refrain from emailing before 8am or after 5pm.

Microsoft Teams

Staff and students should avoid posting on Teams before 8am or after 5pm unless completely necessary. Staff should also be mindful of the frequency of posts as this can be disruptive to both teaching and learning as well as down time.

Whom to Contact

In the first instance, students should make contact with the classroom teacher. Building independence and communication and organisational skills, etc. Not everything needs to go through home.

If parental contact with a staff member is required, please contact the school via the app to request a call back or to make an appointment. Members of staff will endeavour to make contact at their earliest convenience. Please mention FAO [Subject Teacher] for academic and subject queries; FAO [Tutor] for pastoral issues; FAO [Year Head] for serious concerns, medical concerns, etc.



PHONES IN SCHOOL

- **Keep It OFF**

As soon as students come through the school gate.

In **bag** or **locker** (make sure locker has a lock).

- **Headphones**

Devices are for **educational use only**.

Use of headphones with iPad only with **teacher permission** for educational use only.

- **Contacting Home**

Do not use phone to call/text home.

If unwell students should:

Tell Tutor, Year Head or go to the Office.

School staff will contact home & update VShare.

- **! Health & Safety Reminder:**

Last year, some students contacted home, signed out, and left school without staff knowing — this is extremely unsafe and sanctions will apply this year if it continues.

BEING ON TIME & ATTENDING SCHOOL:

Why it matters: Being late or missing school means missing learning, falling behind, and extra stress.

Late Procedures:

- Gates lock at 8:30.
- If late → sign in on device.
- Parents may be contacted if lateness continues.

If students are often late/absent in a month:

- 4 unexplained lates → ERT.
- 7 unexplained lates → tutor contacts home.
- Persistent lateness/attendance → meetings, extra supports, or suspension.

Supports for you:

- Tutor check-ins.
- Breakfast Club, journalling, extra help if needed.

Attendance Tips:

- Talk to tutor if struggling.
- Be honest about challenges.
- Small changes (sleep, travel plan, getting organised) make a big difference.



COMMUNICATING ABSENTS/LATES (PARENTS)

Please Do

- Use the Uniques Schools App to communicate/record your child's absents

Be careful not to share your password with pupils or they can write their own note!

Please Do Not

Email in or Ring the school - this can put the school office under enormous pressure and often communication can be delayed as a result. For serious or sensitive issues however please do let us know through the info account.

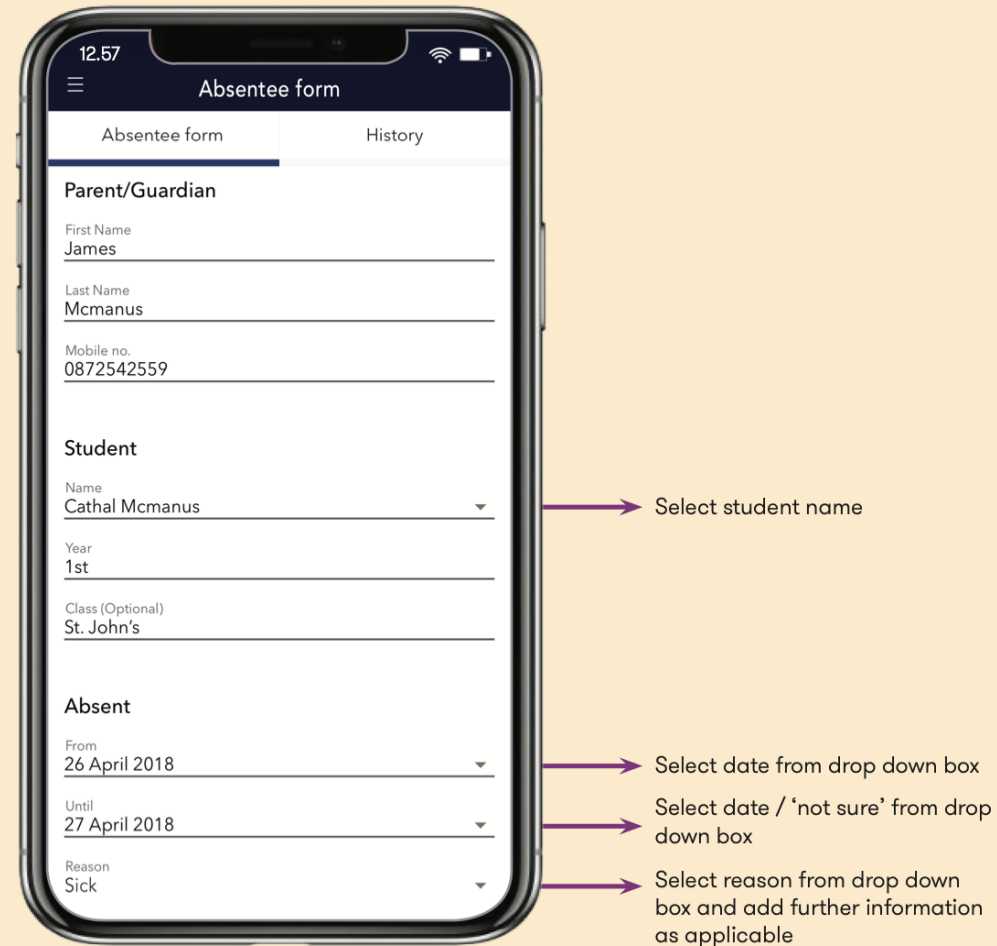
Record absences through Vsware.

ABSENTEE FORMS

Parents must use the Absentee Form in the App to report their student's absence to the school. This must be done on the date(s) of the absence.

Only parents who have been appropriately confirmed by the school can submit absences. You will also receive a confirmation email to your verified email address when you submit an absence.

The App also contains a full history of every Absentee Form submitted for your student. This history cannot be deleted by the App user.



The screenshot shows the 'Absentee form' app interface on a smartphone. The status bar at the top shows the time 12:57, signal strength, and battery level. The app title 'Absentee form' is centered at the top. Below the title are two tabs: 'Absentee form' (selected) and 'History'. The form is divided into three main sections: 'Parent/Guardian', 'Student', and 'Absent'. The 'Parent/Guardian' section has fields for 'First Name' (James), 'Last Name' (Mcmanus), and 'Mobile no.' (0872542559). The 'Student' section has a 'Name' dropdown menu (Cathal Mcmanus), a 'Year' dropdown menu (1st), and a 'Class (Optional)' dropdown menu (St. John's). The 'Absent' section has 'From' and 'Until' date dropdown menus (26 April 2018 and 27 April 2018 respectively) and a 'Reason' dropdown menu (Sick). Three purple arrows point from the annotations to the app interface: one to the 'Name' dropdown menu, one to the 'From' date dropdown menu, and one to the 'Reason' dropdown menu.

Parent/Guardian

First Name
James

Last Name
Mcmanus

Mobile no.
0872542559

Student

Name
Cathal Mcmanus

Year
1st

Class (Optional)
St. John's

Absent

From
26 April 2018

Until
27 April 2018

Reason
Sick

Select student name

Select date from drop down box

Select date / 'not sure' from drop down box

Select reason from drop down box and add further information as applicable

NOTE FROM PARENT & LATE FORM

The image displays two smartphone screens side-by-side, illustrating the 'Note From Parent' and 'Late Form' interfaces. The top screen shows the 'Note From Parent' form, and the bottom screen shows the 'Late Form' form. Both forms include a 'Student' section with a name dropdown, a 'For Attention of' dropdown, a 'Note' text area, and a signature line. The 'Late Form' also includes an 'Arrival Date and Time' dropdown and a 'Reason' dropdown. Arrows point to specific fields with instructions: 'Select recipient from drop down list' points to the 'For Attention of' dropdown on the 'Note From Parent' form; 'Type in custom note' points to the 'Note' text area on the 'Note From Parent' form; 'Click & sign using your finger' points to the 'Include signature here' link on the 'Note From Parent' form; 'Select reason from drop down list' points to the 'Reason' dropdown on the 'Late Form'; 'Type in further details as necessary' points to the 'Further Details' text area on the 'Late Form'; and 'Click & sign using your finger' points to the 'Include signature here' link on the 'Late Form'.

Note From Parent

Student
Name
Matt Toms

For Attention of
For Attention of

Note
[Text Area]

Include signature here

Parent/Guardian
Helen O'Keeffe
7/8/2019

Submit

Late Form

Student
Name
Matt Toms

Late Note
Arrival Date and Time
2019-08-07 9:55 AM

Reason
[Dropdown]

Further Details
[Text Area]

Include signature here

Parent/Guardian
Helen O'Keeffe
7/8/2019

Submit

Select recipient from drop down list

Type in custom note

Click & sign using your finger

Select reason from drop down list

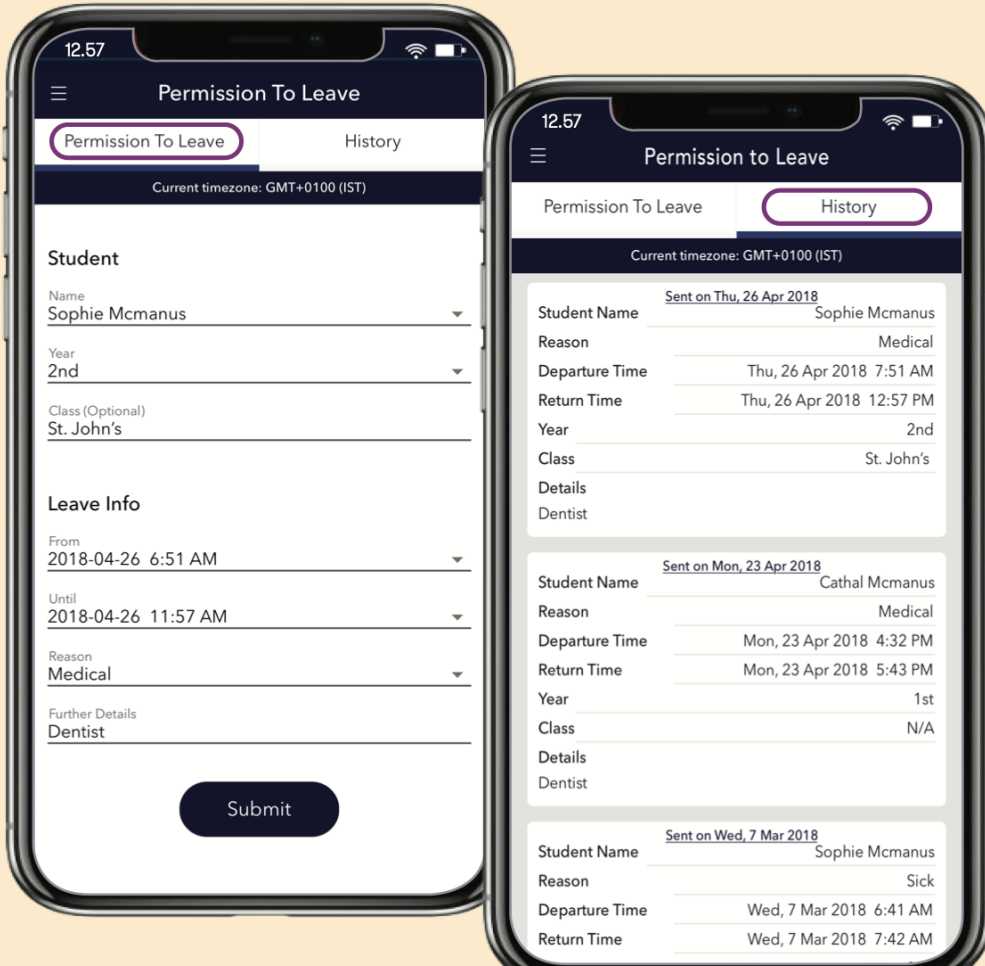
Type in further details as necessary

Click & sign using your finger

PERMISSION TO LEAVE EARLY

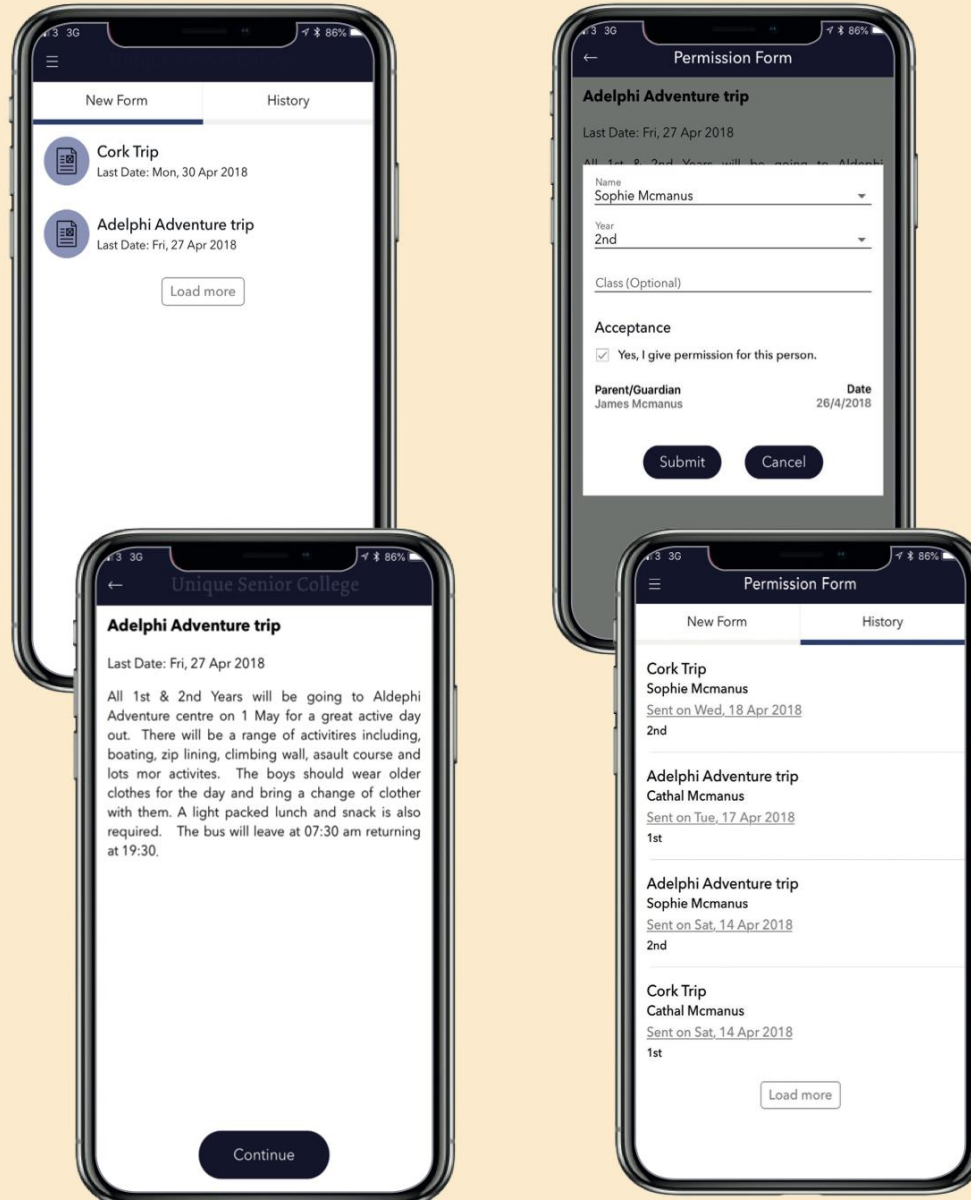
Parents must use the Permission to Leave Early in the App to notify the school that their student needs to leave (and return to) the school early. This must be done on the day in question. The student can then excuse themselves from class and the teacher can view the relevant Permission Note in their Teacher App. Only parents who have been appropriately confirmed by the school can submit Permission forms.

You will receive a confirmation email to your verified email address when you submit a form. The App also contains a full history of every Form sent for that device. This history cannot be deleted by the App user. A student will still need to be signed out from the school in the normal manner.



PERMISSION FORMS

Parents will receive a Form in the App when the school needs permission for the students to attend a trip or event. These forms can be quickly and seamlessly returned.



VISITING THE SCHOOL

Our vision is of a welcoming and vibrant school community in which all members will experience a real sense of active participation and belonging.

All visitors arriving to the school **MUST** have an appointment. Anyone without a pre-arranged appointment will be asked to leave and schedule through the app.



SCHOOL TIMETABLE

Class begins at 8.30

Tutor time-
10.30- 10.35

Break time-
10.35- 10.50

Lunch time-
12.55- 1.25

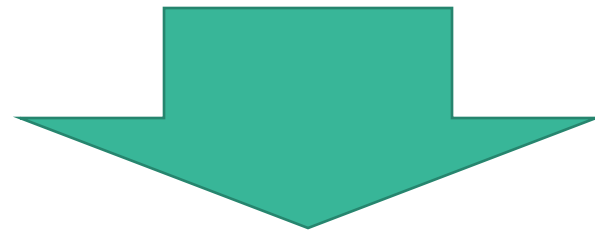
Thursday: Work Experience Day

Friday - Finish at 12:50

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.30					
9.30					
10.30					
10.40					
10.50					
11.50					
12.50					
13.25					
14.25					

LADDER OF REFERRAL

Class Teacher → Class Tutor → Year Head → Deputy Principal → Principal



SST (Student Support Team)

LOCKERS

- Every student will be assigned a locker - We will take note of which student owns what locker, it is up to each students to ensure that they look after their own locker.
- Students should only access their lockers in the morning before school starts, at tutor time, and at the start of lunch..
- Students will need to bring their bags, books, and iPads with them when leaving for break and lunch.
- This will stop blockages in the hallways after break and lunch and will also avoid our students missing class time.

Spare keys to lockers!!!

UPDATED DRESS CODE POLICY 2025/2026

- This is what the new policy currently states:

Dress Code Guidelines

General Expectations

- **Clothing** must be comfortable and suitable for a learning environment.
- **Clothing must cover** the chest, torso, and underwear.
- **Footwear** must be safe for movement throughout the building (no high heels, open-toed shoes, or flip-flops).
- **Tops** must cover the torso; transparent clothing should not expose underwear.
- **Shorts, skirts, and dresses** must be within knee length.
- **Offensive slogans or imagery** are not permitted on clothing.
- **Students must wear appropriate clothing for the weather**, students may be outdoors for part of the day.

PE and Sportswear

- **1st Year and Transition Year (TY) students** must wear the **official Clonturk PE tracksuit** on PE days.
 - This may be worn for the entire school day on PE days and when representing the school on trips or extra-curricular activities.
- **Other year groups** may **purchase the Clonturk PE tracksuit (optional)** and wear it **throughout the week** if they choose.
- Students not wearing the Clonturk PE tracksuit must change into and out of sportswear for PE classes. Non-official Clonturk Tracksuit bottoms are not permitted.
- **Runners** must be worn for PE; boots are not permitted during PE.

Hair, Nails, and Jewellery

- **Hair** should not cover the eyes to support communication and identifiability.
- Students may be asked to **tie back hair** during practical lessons for safety.
- **Jewellery** must be safe; large, sharp, or dangling jewellery should be avoided.
Students may be asked to remove jewellery in practical subjects such as PE, Home Economics, or Science.
- **Fake or long nails** (e.g., gel nails) are discouraged due to safety and practical limitations.

Headwear

- **Peaked hats and hoods** are not allowed indoors to ensure clear communication and identification.
- **Wool hats** may be worn outdoors only.
- **Headwear worn for religious, cultural, or medical reasons** is fully supported.

Visibility

- **Eyes must be visible** at all times indoors; sunglasses are not permitted inside without a medical exemption.

Procedures for Non-Adherence

- Non-adherence will be managed following the **Code of Positive Behaviour** through a restorative and supportive approach.
- Incidents will be recorded on VSware.

- Students may be asked to adjust clothing during the school day if needed.
- Persistent non-compliance (three incidents) may result in Extended Reflection Time and meetings with parents/guardians.
- Staff and students are encouraged to raise concerns respectfully through the proper channels.
- The school community strives to address issues in a way that does not judge or shame individuals.

Review and Monitoring


This policy is subject to regular review through consultation with the Student Council, PGTA, staff, and the Board of Management.

FURTHER TRACKSUIT INFORMATION...

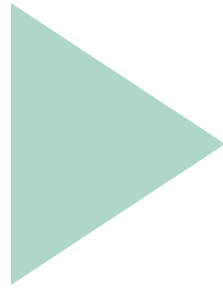
- ✓ 1st Year & TY students have been fitted and purchased/been given tracksuits.
- ✓ All other students will have the option to purchase and wear the tracksuit in PE or throughout the school week.
- ✗ Personal/non-school tracksuits remain prohibited under the school dress code.

This is not a move toward a school uniform. Clonturk remains fully committed to its non-uniform ethos. The tracksuit is a functional and inclusive option designed to support school representation and daily wear in a way that reflects student voice and community values.

More information about purchasing and wearing the tracksuit will be communicated in the coming weeks.



Dresscode is up
again for review
in February.



We look
forward to your
input.

FREE BOOK SCHEME - JC & SC

The free book scheme is now in place for all years.

Students should have received their hardbacks, copies, calculator and ebooks.

Students must have their own writing material – pens, pencils etc.

We ask that students mind their belongings, especially books that will need to be returned to the school.

Please ensure items are labelled well!!!

SCHOOL CALENDAR

Available on Website in '2025/2026' section

Parent Calendar 2024-25 Page 1



2024-2025 School Event Calendar

School Closed **Parent Evenings** **Staff Meetings** **Assessments**

August 2024						
M	Tu	W	Th	F	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August	
Thurs 22nd	3rd & 6th Year Induction 9:00 - 11:00
Fri 23rd	1st, TY & 6th Yr Prefects 9:00 - 11:00
Fri 23rd	Leaving Certificate Results Day
Mon 26th	2nd & 5th Year Induction 9:00 - 11:00
Tues 27th	All Students back to School

September 2024						
M	Tu	W	Th	F	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September	
Thurs 12th	Parent/Guardian/Tutor/SNA Meeting 16.15 - 18.45 School closes at 15.15
Mon 16th	1st Year Teamworks (Team Building Day)
Tues & Wed 17th & 18th	School Photographs
Fri 20th	Whole School Event
Mon 23rd	School Closed - Discretionary Day

October 2024						
M	Tu	W	Th	F	Sa	Su
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October	
Tues 1st	Staff Meeting 15.30 - 18.30
Thurs 3rd	CAO/Guardian Parent Information Night & IPP Info night
Thurs 17th	2nd Year Parent Teacher Meeting 16.15 - 18.45 School Closes at 15.15
Tues 22nd	Leaving Certificate Study Skills
28th Oct - 1st Nov	October Mid-Term Break

November 2024						
M	Tu	W	Th	F	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November	
Tues 5th	Staff Meeting 14.30 - 16.30. School closes at 14.25.
Thurs 7th	Parent/Guardian iPad Training 18.30 - 20.00
Thurs 14th	5th Year Parent Teacher Meeting 16.15 - 18.45 School Closes at 15.15
25th to 29th	Winter Assessment

December 2024						
M	Tu	W	Th	F	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December	
Thurs 12th	6th Year Parent Teacher Meeting 16.15 - 18.45 School closes at 15.15
Fri 20th	Final Day. School closes at 12:00
22nd Dec - 5th Jan	Christmas Mid-Term Break

Calendar Template by Vertex42.com <https://www.vertex42.com/calendars/school-calendar.html>



EXTRA CURRICULAR

We have a wide variety of extra-curricular available to students and the list is continuing to grow each year.

All our extra curricular activities will be available for you to view on our website in a couple of weeks. Students will be informed how to sign up for each activity in school

We would therefore ask that all students get involved in some shape or form with after school activities.





YEAR SPECIFIC
INFORMATION

WORK EXPERIENCE

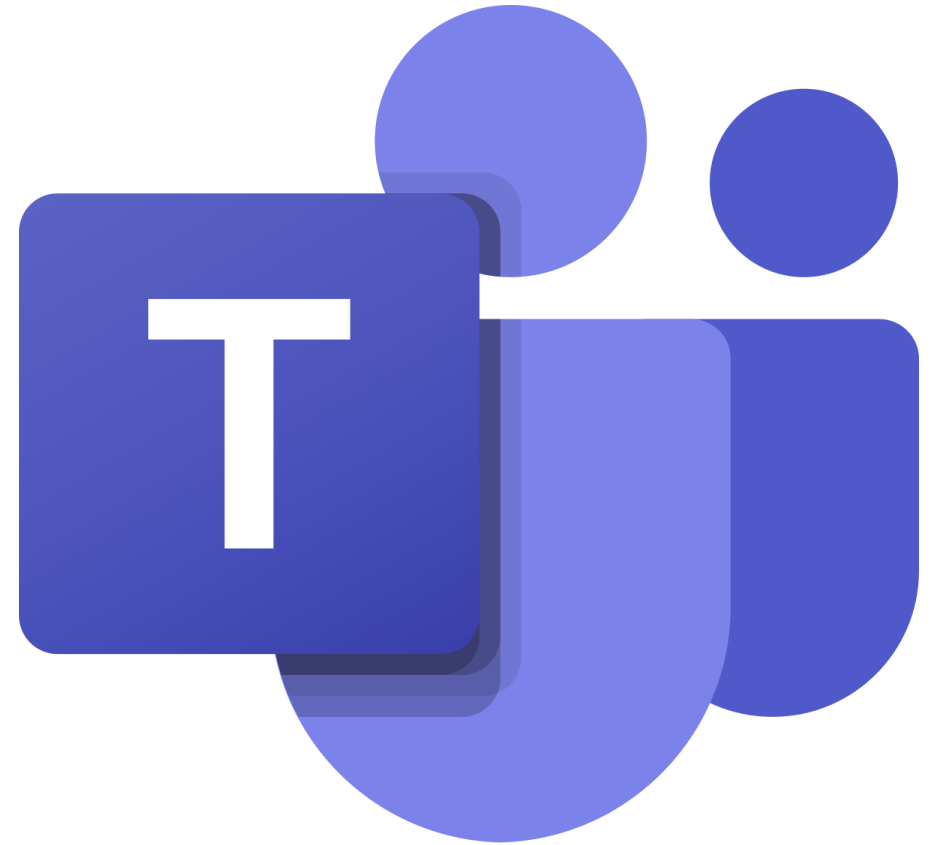
Students **MUST** have work experience sorted for 4th September with documentation submitted before this.

They have a full extra week to ensure documents are signed and uploaded. If students cannot secure placement in something that they would like to pursue a career in, we encourage them to look for a placement locally that would help build CV skills that may help them get a summer job e.g. centra, SVP etc.

Charities are always looking for volunteers.

YEAR HEAD, TY COORDINATOR & MICROSOFT TEAMS

- There have been two TEAMS set up 2024/2025
- An INFO TEAM has been set up with all tutors, teachers and students in it.
- A Work Experience TEAM has also been set up with documents, garda vetting forms etc.
- Messages will be put in there each week so please encourage students check it. We appreciate your support with this.



THE TIMETABLE

Students will be opting in to sample a number of subjects that they may be interested in.

This will support their enjoyment of the programme by doing subjects that they have an interest in.

There are also other subjects on the timetable that encourage student development e.g. mindfulness/ yoga, environmental studies etc.

TRIPS

Permission slips will be distributed through the unique schools app.

The calendar is constantly changing so please support students who are out for whatever reason in checking what they might have missed.

Overnight trip: 24th–26th September

Day trip: 24th September

Q AND A

If I do not have time to answer any questions please submit them on the unique school app and I will get back to you as soon as possible.



TY TUTORS & CLASSES

- There are 6 Rang (class groups)
- Students will have tutor time and their base classes with this group.



Rang Group	Tutor
Setanta	Shane
Cú Chulainn	Evan
Lír	Brian
Brigid	Nadja
Morrigan	Kim
Púca	Paul

Programme Coordinator – Clare Singleton (Upstairs Block B)
TY Year Head – Alex Grimes (Upstairs Block B)

Q AND A

Please submit them on the unique school app and I will get back to you as soon as possible.

