

Castletroy College,  
Newtown,  
Castletroy,  
Co. Limerick.



Coláiste Chaladh an Treoigh,  
Baile Nua,  
Caladh an Treoigh,  
Co. Luimní

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## Summary of School Procedures for Students & Parents/Guardians

### SCHOOL MISSION STATEMENT

Our mission in Castletroy College is the holistic education of the individual, enabling students to become responsible, caring members of society as well as encouraging them to reach their full potential. In our daily lives we value the principles of justice and mutual respect embracing all denominations and cultures.

We endeavour to nurture and maintain a school community which involves the partnership of staff, students, parents, trustees and the local community. In the pursuit of this ideal we provide a broad and balanced range of curricular and extra-curricular experiences for all students.

The mission of the College is the education of the individual as a whole person. In the pursuit of this ideal, the College provides a broadly based curriculum for all pupils of the community, allowing each pupil to attain the highest level of academic and skill-based attainment consonant with their interests, abilities and talents. This ideal can only be realised by the College by building on foundations which have already been laid in the home and being assisted at all times by the parents/guardians of the pupil. Our vision is that education is a joint effort between school, home and community.

### RIGHT, RESPONSIBILITIES AND RESPECT

All members of our school community have the right to learn, work and socialise in a safe environment. All of us have a right and deserve to be treated respectfully by everyone that we encounter, work with and learn with.

It is our responsibility to ensure that we treat others with respect at all times and that we work with others to foster a culture of respect. We have a responsibility to support, uphold and implement school rules so that we and others are valued, respected and can learn, work and socialise in a safe environment.

Our school has a Dignity Charter which applies at all times to all students, staff and visitors.

**We have a right:**

- Not to be bullied.
- To feel safe at school.
- To an education and to be able to learn according to our ability.
- To be treated with respect and without prejudice.
- To have our own opinions heard.
- To expect our possessions to be safe at school.
- To choose our friends.
- To work within a calm and purposeful atmosphere.
- To be given clear and precise guidance by teachers.
- To have appropriate work explained, set and assessed.
- To be treated fairly and with respect.

**We have a responsibility:**

- Not to take part in bullying and report any bullying we see.
- To behave in a reasonable manner which will not put others at risk.
- Not to make fun of others or prevent anyone from learning.
- To respect others in the school community.
- To let others express their opinions.
- Not to interfere with the possessions of others and to report any theft or mistreatment we see.
- Not to force our friendship on others.
- Not to do anything that may disturb a calm and purposeful atmosphere.
- To accept without question the reasonable instructions and decisions of teachers and other staff members.
- To complete on time all classwork and homework given.
- To treat everyone else with fairness and respect.

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| <b>THE SCHOOL DAY</b> |
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**1. Dropping Students to and Collecting Students from School**

- Students are encouraged to walk or cycle to school if at all possible. Electric scooters and electric bikes that are capable of self propulsion without the need to peddle are **not** permitted on school grounds (note that electric bikes that require the cyclist to pedal for propulsion are permitted - these are bikes with a system where the electric motor provides assistance only when the rider is pedaling).
- Where students need to be dropped to school then students and/or parents/guardians should not congregate where an obstruction may occur (for example at pedestrian crossings or entrances, etc).

- To avoid congestion, where possible students should be dropped close to the school and encouraged to walk the short distance from here to the school.
- Where a student needs to be collected they should be encouraged to walk a short distance from the school to an agreed meeting point (again to avoid congestion at the school).
- No vehicles other than staff cars and deliveries are permitted to enter the school grounds during the school
- The school building will not open to students until 08.15am each day.

## **2. Arrival at school**

- Students are expected to arrive at school before 8.45am each morning.
- The school building will not be open until 8.15am.
- Students must enter and exit the school buildings in an orderly fashion.
- Students must go to their lockers before class time. Students are expected to arrive on time at classes.
- Students should use the bathrooms before class time.
- If a student arrives at school after 08.45am they must sign in at the school office and will be marked late. They are then welcome to make their way to class.

## **3. Classroom Arrangements**

- During the school day students move from class to class.
- Non-school tops (such as jackets) are not permitted within the classroom or school building at any time. Students are welcome to wear the school jacket however.
- Each student has a designated seat within each classroom. Students are not free to change this for any reason. From time to time changes may be made to the seating arrangement within a classroom at the discretion of the teacher. All students are required to sit in the seat assigned to them by the class teacher.
- Students are required to keep their seating area neat and tidy.
- Students should have their journal on the desk at all times as well as any books or materials that they may require for the class.
- Students are not permitted to store any materials in classrooms. All such items should be placed in the students locker or taken home at the end of the school day. Materials such as school bags may not be left in the school overnight.

## **4. Lockers**

- Lockers will be issued to students who wish to avail of them.
- Students are expected to keep their lockers neat and tidy at all times.
- The locker area should be kept neat and tidy and bags, books, etc may not be placed on the floor near lockers. Students should use the trollies or racks provided for items that cannot be placed in their locker.

## **5. Toilets**

- Students are encouraged to use the toilets during break times and before and after school. This minimises any loss of class time and disruption to others. It also assists in ensuring that all toilets can be cleaned when students are in class.
- If a student needs to use the toilet during class time they should request permission from their teacher. No more than one person will be permitted to leave a class at any one time.
- Students must use the toilets nearest to them.
- Students must always wash their hands thoroughly for at least 20 seconds after using the bathroom.
- Students should not congregate in toilet areas nor should food/drinks be brought into the toilets.
- All litter must be placed in the bins provided.

## **6. Break Time**

- Break time is from
  - 10.20am to 10.35am for 2nd Years, Transition Years and 5th years or
  - 11.00am to 11.15am for 1st Years, 3rd Years and 6th Years.
- Food is served in the General Purpose Areas. Students are also welcome to bring their own food to school.
- To ensure efficient service students are expected to queue in an orderly manner.
- Students are reminded to place all litter in the bins provided.
- Students are not permitted to leave school grounds during break time.
- Students should not enter classrooms or areas designated 'out of bounds' during break times.
- Students are expected to arrive on time for class after break time.

## **7. Lunch Time**

- Lunch time for all students is from
  - 12.35pm to 1.15pm for 2nd Years, Transition Years and 5th years or
  - 1.15pm to 1.55pm for 1st Years, 3rd Years and 6th Years.
- Students are not permitted to leave the school grounds during lunch time.
- Food is served in the General Purpose Areas. Students are also welcome to bring their own lunch to school.
- To ensure efficient service students are expected to queue in an orderly manner.
- All students are strongly encouraged to go for a short walk in the fresh air during lunch time.
- There are water fountains within the school. Students will need to provide their own refillable bottle to use these. Students are also free to bring their own water to school (refreshments must comply with the school's healthy eating policy).
- All litter should be disposed of properly in the bins provided.
- Students should not enter classrooms or areas designated 'out of bounds' during break times.
- Students are expected to arrive on time for class after lunch time.

## **8. Corridors**

- Students should move through the school taking the most direct route to their class (noting the one-way system).
- Everyone is required to follow the one-way system on all corridors and stairs.
- Students should move in an orderly fashion through corridors and on stairs.
- Bags and other materials should not be left in corridors or on stairs. All such materials will be removed.

## **9. Leaving School**

At the end of the school day students are required to:

- Ensure that all litter is placed in the bins provided.
- Ensure that no personal belongings are left in the classroom or anywhere else in the school. This includes school bags.
- Leave the building in an orderly and considerate fashion.

## **10. School Uniform**

- Full school uniform must continue to be worn by students each and every day (including school jumper). However students are permitted to wear their PE uniform on the day that they are timetabled for PE only (Senior Cycle students who are studying LCPE should note that they are permitted to wear their PE uniform only on the day that they are timetabled for a double class).
- Uniforms should be changed and washed regularly.
- During cold weather students are encouraged to wear layers of clothing under their school uniform i.e. t-shirts, etc. to ensure that they keep warm. This clothing is in addition to, not a substitute, for the school uniform. Items such as pyjamas should never be worn.
- Hoodies, non-school jackets, etc are not permitted to be worn inside the school building. However, school jackets are permitted.
- Our uniform policy can be found on [our website](#).

## **11. School Journal, Books, Material and Homework**

- The school journal is extremely important and all students are required to have this with them in all classes and should they for any reason need to leave class. The journal has a number of purposes including recording homework and communicating with home. Class tutors/ Assistant Year Heads/Year Heads regularly check the journal. The journal must be kept neat and tidy at all times and should not be graffitied or damaged.
- Students must have all books, copies, pens, calculators and materials that are needed for class. It is the responsibility of students and parents/guardians to ensure that these are available.
- Homework should always be completed to the highest standard possible and be presented on time.

## 12. Mobile Phones and Devices

- The Department of Education and Youth requires that schools implement a policy to restrict the use of **and** access to personal mobile phones by students in all recognised schools for the duration of the school day.
- **Therefore the use of mobile phones and other such devices is not permitted anywhere on school grounds at any time** (including before and after school, break and lunchtimes, etc).
- When a student brings a mobile phone or other electronic device to school, it must be stored in their locker and switched off for the full duration of the school day. It may not be used for any purpose, on the school campus or off site during school activities (such as sport activities). This includes before school, during break and lunch times, after school, during study, etc.
- Students who ignore the school policy and use a mobile phone during the school day will have their mobile phone confiscated by teachers or SNA's and given to the Deputy Principal or Principal for the remainder of the school day. The phone will be returned only to a parent/guardian at the end of the school day.
- Phones are strictly forbidden at any time in the changing rooms & toilets even if the phone is switched off.
- Any parent/ guardian wishing to urgently contact their son/daughter may contact the school office to relay the message. Any student who needs to urgently contact their parents/ guardians may do so through the school office only.
- The school accepts no responsibility for replacing lost, stolen or damaged electronic devices including mobile phones. The safety and security of electronic devices is wholly a matter for students and/or parents/guardians.

## COMMUNICATIONS, INTERACTIONS AND OTHER IMPORTANT INFORMATION

### 1. Absences From School

- Parents/Guardians must notify the school of any absences. This notification must include both the date(s) of the absence as well as the reason for the absence. The school must record all such absences. This is a legal requirement. Parents/Guardians can provide these details in the attendance section of the VShare app - this should be done before 08.30am where possible so as to avoid any unnecessary contact being made with parents/guardians.

### 2. Communications

- **The primary means of communication from the school to parents/guardians is via the VShare App. Therefore parents/guardians should download the VShare app to their mobile device. Communications can also be accessed on the desktop version of VShare.**
- On occasion materials may be sent via email to parents/guardians. It is therefore essential that the school always has a current email address for parents/guardians. Please contact the school office to add your email address if you are not sure whether or not we have it on file. It is also essential that we have a current mobile phone number at all times.

- The school will also utilise the following communications systems where appropriate (this list is not exhaustive and not all systems may be utilised at any one time):
  - Directly with students in school (eg within class, over the intercom, announcements, posters, etc)
  - By telephone
  - By SMS text message
  - By student email
  - By parent email
  - The student journal
  - Google Classroom
  - School websites ([castletroycollege.ie](http://castletroycollege.ie))
  - Via social media (Facebook, Twitter, Instagram)

### **3. Meetings**

- All meetings with school staff require an appointment. Please contact the school office to schedule these.
- There are a number of events held over the course of the year where parents/guardians can meet with school staff.

### **4. Dropping Items to Reception**

- Students should have all items they require when they arrive at school each day (perhaps a checklist might be a good idea to ensure your son/daughter has all items that they need each day). The office cannot accept items except in the rarest of circumstances.

### **5. Collecting Students From School (during the school day)**

- Full attendance at school is extremely important (unless a student is ill, etc). Students should only have to leave the school during the school day for essential appointments that cannot be scheduled after school hours. If it is necessary to collect your son/daughter from the school during the school day the following procedures apply:
  - Parents/Guardians must fully complete an absence request on VSware. This request must state the time at which the student is to be collected at and the reason for the request to be collected. The departure time must coincide with a scheduled break in class (ie students will not be permitted to leave mid-class). This request can be submitted a number of days in advance and will be automatically reflected in the students attendance record once it is approved by the school.
- The student must exit via the main school office and notify office staff as they leave.
- A parent/guardian must be present at the office to sign the student out.
- Where a student is returning after an appointment they are required to sign in at the school office.
- Students are not permitted to sign out of school at recurring times (say on a weekly basis) unless for exceptional reasons and with the expressed permission of the Principal. This applied regardless of the age of the student.

#### **6. After-School Study**

- After school study takes place after school from Monday to Thursday.
- Students who avail of study must attend each day (unless absent from school or have permission from the Principal or Deputy Principal not to attend).
- Students should have all required materials with them at the start of study.

#### **7. Extracurricular Activities**

- A range of extracurricular activities take place across the school.
- Details of these activities are posted on the extracurricular notice board located close to the Sports Hall as well as announced over the intercom, etc.
- All students are welcome and encouraged to participate in some extracurricular activities.

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| <b>STUDENT &amp; PARENT INFORMATION</b> |
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- Information is available and updated on [our website](#).
- School policies are available on [our website](#).
- The school office can be contacted on 061 330785 or [admin@castletroycollege.ie](mailto:admin@castletroycollege.ie).