

**St. Brogan's College**  
**Kilbrogan, Bandon, Co. Cork.**  
**Tel: 023-8841120**  
**Email: [admin@sbc.ie](mailto:admin@sbc.ie)**  
**Web: [www.sbc.ie](http://www.sbc.ie)**

**2023-24**  
**Information Booklet**  
**for New Entrants to St. Brogan's College**



**Principal: Helen Cadogan**  
**Deputy-Principal: Derry O'Donovan**  
**Deputy Principal: Teresa Vaughan**

Dear Parent / Guardian,

We would like, at this stage, to welcome your child to St. Brogan's College for the new school year. We look forward to getting to know you and your child over the coming year and we are available to speak to you at any time.

This booklet contains the information you will need for your son / daughter for their time in St. Brogan's College. If you have any other questions not answered here feel free to contact the school.

We also include some information on the Student Registration fee. This is normally €235 but in light of the need to purchase the Lenovo device, the first year registration fee will be €60. This will cover the cost of lockers, insurance, calculator, trips to school events, journal and photocopying and also the school book scheme. You must forward the payment before Friday 30<sup>th</sup> June. Once we have payment, we will purchase the books for your son/daughter. **You will receive a text with instructions on payment and we will only accept payment through our online system, cheque or bank draft. We cannot accept cash.**

Junior Cycle students must stay on the school grounds throughout the school day.

I hope all the information outlined is clear but if you have any queries regarding any matter please do not hesitate to contact the school office on 0238841120 or email [admin@sbc.ie](mailto:admin@sbc.ie).

Your children may have worries or concerns about transitioning to a new school but rest assured they will be supported and helped all the way.

We look forward to meeting you and your son/daughter in the new school year and in the meantime, we wish you a very enjoyable and restful summer.

Yours sincerely

Helen Cadogan  
Principal

## **School Re-opening times for 2023-2024**

### **Monday August 28<sup>th</sup> 2023**

- First Years (8:57 a.m. to 12.40 p.m.)-Bus transport will not be available

### **Tuesday, August 29<sup>th</sup> 2023**

- First Year (8:57 a.m. to 12:40 p.m.) - Bus transport will not be available at 12:40
- Transition Year (10.00 a.m. to 12.40 p.m.)- Bus transport will not be available

### **Wednesday, August 30<sup>th</sup> 2023**

- First Year (8:57 a.m. to 12:40 p.m.) - Bus transport will not be available at 12:40
- Third Year (8:57 a.m. to 12:40p.m.) - Bus transport will not be available at 12:40
- Fifth Year (8:57 a.m. to 12:40 p.m.) - Bus transport will not be available at 12:40
- Second, Sixth and Transition Years will **NOT** attend this day.

### **Thursday, August 31<sup>st</sup> 2023**

- First Year (8:57 a.m. to 12:40 p.m.) - Bus transport will not be available at 12:40
- Second Year (8:57 a.m. to 12:40p.m.) - Bus transport will not be available at 12:40
- Sixth Year (8:57 a.m. to 12:40 p.m.) - Bus transport will not be available at 12:40
- Third, Fifth and Transition Years will **NOT** attend this day.

### **Friday, September 1<sup>st</sup> 2023**

- First, Second, Third, Fifth and Sixth years plus Rang Iosaif attend for the full school day (8:57 a.m. to 3:20 p.m.)
- Transition years will **NOT** attend this day.

### **Monday, September 4<sup>th</sup> 2023**

- All students back for a full day.

**N.B.** During the school year Supervision of Students will only be in operation from

**8.30 a.m. to 3:40 p.m. (4:20 p.m. on Tuesdays)**

*(Students not under Supervision should not be in the school or its grounds outside of these times)*

## School Calendar 2023-24

### Parent/Teacher Meetings

All parent/teacher meetings will take place between 3:20p.m. and 5:50p.m.

**When Parent Teacher Meetings are on classes will finish at 3:05 p.m.**

Sixth Years	Thursday, 7th December
Third Years	Wednesday, 13th December
Fifth Years	Wednesday, 10th January
Second Years	Thursday, 18th January
First Years	Thursday, 8th February
Transition Years	Monday, 4th March

## School Holidays 2023 – 2024

Holiday	Closing Evening of	Re-Opening
September long weekend	Thurs, 28th Sept at 3:20	Mon, 2nd Oct
Autumn Mid Term	Fri, 27th Oct at 3:20	Mon, 6th Nov
Christmas Holidays	Fri, 22nd Dec at 12:40	Mon, 8th January
February Bank Holiday	Fri, 2nd Feb at 3:20	Tues, 6th Feb
Spring Mid Term	Fri, 9th Feb at 3:20	Mon, 19th Feb
Easter Holidays	Fri, 22nd March at 3:20	Mon, 8th April
May Bank Holiday	Thurs, 2nd May at 3:20	Tues, 7th May
Summer Holidays	Fri, 31st May at 12:40	

**School will also be closed on Monday 20<sup>th</sup> November and Monday 22<sup>nd</sup> January for Staff Training**

## Structure of the School Day

Please note that school will finish at 3:20 each day except Tuesday when it will finish at 4:00.

Time	Day
8:57 – 9:05	Tutorial
9:05 – 9:45	Class
9:45 – 10:25	Class
10:25 – 10:40	Break (1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> )
10:25 – 11:05	Class
11:05 – 11:20	Break (2 <sup>nd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup> )
11:20 – 12:00	Class
12:00 – 12:40	Class
12:40 – 1:20	Class
1:20 – 2:00	Lunch
2:00 – 2:40	Class
2:40 – 3:20	Class
3:20 – 4:00	<b>Class – Tuesday Only</b>

### Lunch Time

Junior Cycle students are not allowed to leave the school grounds during lunch time. Any breach of this rule will be taken very seriously.

### Mobile Phone Numbers

The school keeps parents informed of student's absences from school, school activities and important information using a texting service and the VShare app. It is therefore vital that you **keep us informed of any changes to your mobile phone numbers**. In addition, please keep an eye on the school website [www.sbc.ie](http://www.sbc.ie) to keep up to date on any new policies.

### After School Study

After School Study is available to all students. There is a fee for this. A form will be given to students in September for those who wish to sign up.

## **Homework club**

Details of our homework club available for junior cycle students will be forwarded to parents during the first week back in school.

## **Social Media**

Over the past while, we have been developing our social media coverage, which we find to be a useful means of informing people of the many and varied activities that are part of our school. You can follow us on Facebook, Twitter and Instagram.

## **Home School Community Liaison (HSCL)**

This scheme is available to all parents / guardians of students attending St. Brogan's College. The basic concept of this scheme is to work with parents /guardians on any issues relating to their son / daughter's education and welfare. Our HSCL teacher is Pat Kenneally and his contact number is 087 9700380.

## **Guidance Counselling**

St. Brogan's College has two guidance counsellors. Guidance activities are carried out in the classroom and on an individual basis. The programme focuses on educational, vocational and personal guidance.

### **Overview**

- Careers Information
- Aptitude Testing
- Study Skills
- Subject Choice for Leaving Certificate
- Preparation for the World of Work
- College Applications
- Post Leaving Certificate Options
- Careers Outings— Exhibitions/Open Days
- Visiting Speakers
- Job Search Skills
- Introduction to Careers Software
- Transition from School to College/Work
- Counselling and Referrals

The pastoral care system in operation in St. Brogan's provides support and assistance to pupils and their families. To enhance this service parental consultation with the guidance counsellor is encouraged and can be arranged by appointment. Co-operation between parents/guardians and school can more effectively bring about satisfactory resolution to issues. Parents/guardians are urged to take up this invitation.

## **Extra-Curricular Activities**

Students can participate in a wide range of extra-curricular activities. This is to be encouraged as it helps the total development of the student. Keep an eye on our Facebook page, Twitter and/or Instagram for updates on these.

## Students' Council

The students elect the council annually and all classes are represented on the council.

## School Uniform

**The following is the Official Uniform of the School:**

- Official grey pants or grey skirts for girls – **knee length** and worn with black opaque tights only. Only black ankle socks allowed with the tights.
- Official grey school uniform polo shirt with school crest.
- Official wine crew necked jumper.
- Black footwear (black shoes or all black runners are acceptable, boots are not acceptable). Shoes with different coloured soles, stripes on the side etc. are not acceptable – only plain black is acceptable.
- Official school jacket – **This is an optional purchase but is the only jacket students are allowed to wear in class.**

## PE Uniform

**First years must purchase and wear the PE uniform for the full day on the day they have PE.**

For all students other than first years on the day students have PE there are two options:

- Students wear their normal school uniform to school and bring a change of clothes for PE. They change in the changing rooms before PE and after PE.
- Students have the option of purchasing a PE uniform which consists of a tracksuit pants, t-shirt and sweatshirt which they can wear for the full day on the day they have PE only.



**All School uniform items are available from Don Murrays in South Main Street.**

## **Uniform Policy**

1. Students are expected to wear full uniform.
2. Students should travel to and from school in full uniform and remain in full uniform throughout the day.
3. Students are required to wear the full school uniform in school and during selected school outings.
4. Clothing under shirts should not be visible, e.g. t-shirts, sports tops, long sleeve tops etc. **The only clothing acceptable over the school uniform within the school building is the official school jacket. Under no circumstances should hoodies or other tops be worn over the school jumper.**
5. Only stud earrings are acceptable. These cannot be large diamond or coloured studs. Facial jewellery is not acceptable and must be removed and will be confiscated for a week.
6. Extreme hair styles are not acceptable. **Natural hair colours only acceptable.**
7. Appropriate sports wear (non uniform) or PE uniform only should be worn for P.E class. Students must change back into full uniform at end of class unless they are wearing the PE uniform. Runners must also be worn as part of Health and Safety Regulations.
8. The management reserves the right to refuse admission to pupils failing to respect uniform rules by means of suspension from individual classes or from the college.
9. Non uniform clothing is not permitted in the school or at small break times. This includes scarves, hats, gloves, non-uniform jackets, **hoodies** etc.
10. All articles of clothing should be clearly labelled. While the school will endeavour to assist any pupil who mislays items of clothing, students are expected to look after their own clothing and take responsibility for their own property.
11. Students will be asked to replace any school bags, uniforms or other items which are marked with graffiti.

## **School Book Scheme**

Students will get their books on the first day of school. Students who are availing of the school book scheme do not need to purchase any text books.

### **Class Materials (Included in Book Rental Scheme)**

- School Journal will be provided by the school as part of the registration fee.
- Please do not purchase a calculator. This is also provided as part of the registration fee as we wish every student to have the same calculator.



## **Class Materials that must be purchased**

Please click on link to get details on Class Materials that need to be purchased: [Equipment List First Years|St Brogan's College \(sbc.ie\)](#)

### **Attendance**

We are obliged to monitor very closely the attendance of our students. Our teachers take a roll call on our computerised system in every single class. In the event of a student being absent from school for more than 20 days in any school year, we are obliged under law to report these absences to the National Educational Welfare Board. The Educational Welfare Officers from this Board would then be in contact with the parents / guardians with regard to the absenteeism.

The school expects 100% attendance and punctuality from all students. Absence from school contributes significantly to lack of progress, difficulty with classwork, loss of interest and motivation and poor examination results. The benefits of good attendance and punctuality cannot be over emphasised.

Parent's/guardian's co-operation in this area is very important. Your attitude will have a profound effect on the student. Absenteeism and lack of punctuality cannot be condoned, and we request your full support and co-operation in our efforts to address any problems. It is vitally important that your child attends school at **ALL** times and for the full school year.

Pupils must be in school by **8:50 a.m.** as classes start at 8:57 a.m.

- Pupils must return from lunch to collect their bags five minutes before the end of lunch and be in class on time.
- School finishes on Monday, Wednesday, Thursday and Friday at 3.20 p.m. and will finish on Tuesday at 4:00 p.m.

### **Procedures to be followed if a student is late**

1. If students are late they must report to the office to ensure they are marked in for the day.
2. If the student has a written note from a parent/guardian explaining the lateness, is accompanied by a parent/guardian who provides an explanation or there is an explanation on VShare then the student will get their journal stamped, enter class and be marked present but late on the roll.
3. If a student does not have a written note from a parent/guardian, is not accompanied by their parent/guardian or there is not an explanation on VShare then they will be put on lunch time detention. The student will then get their journal stamped, enter class and be marked present but late on the roll.

## Procedures for Leaving School Early

**It is essential that wherever possible appointments are made for outside of school time and students should only leave early in unavoidable circumstances.** Should a student need to leave school early the following steps must be followed:

1. The parent must enter the absence request on the **VShare app** in advance of the appointment.
2. He/she must present written consent from a parent/guardian to the teacher before leaving. Please use the Notes to and from Parent/Guardian in the journal for this information.
3. **Parents must collect students from the office if they are leaving early. Students will not be allowed to leave unless they are collected by a parent/guardian.**
4. On return from an appointment the student must sign in at the office again.

If a pattern emerges where a student is leaving early on a regular basis, or on the same day each week, then the student will no longer be allowed to leave early.

## Absence from School

1. If a student is marked absent on the roll first thing in the morning you will receive a notification on the **VShare app** from the school noting that he/she is absent. If the parent does not open the notification in the 20 minutes after it was received the system will automatically send a text to the parent. If you believe your son/daughter is actually in school, please contact the office immediately as there may have been a mistake.
2. Following a student's absence from school, parents/guardians **are obliged by the Education Welfare Act (2000) to provide an explanation for the absence.** The explanations are entered on the **VShare app** and will then be approved by the school. If possible please enter information on absences in advance.

Please note the school is obliged to record all serious absenteeism to the National Educational Welfare Board.

## School journal

Each student will be provided with a new school journal in August. The journal is a vital form of communication between school and home. Junior cycle parents are asked to check and sign the journal every night. Senior cycle parents are asked to check the journal every night and sign it once a week. The following guidelines must be followed by students:

- a) Students must have their journal with them in every class, every day.
- b) Students must record every piece of homework in their journal.
- c) Students must produce their journal without delay and without question if a teacher asks for it.
- d) Students must keep their journals free from graffiti.
- e) Junior Cycle students must get their journal signed **every night**.
- f) Senior Cycle students must get their journal signed **once a week on Thursdays**.
- g) If there is something, which a teacher feels that parents should know then a note will be written in the journal.

- h) If there is something, which you feel the school should know then you should write a note in the journal.
- i) All notes entered in the journal by teachers must be signed by parents.
- j) **The class tutor will check the journal every day.**

## **Class Tutors**

Class tutors will meet with students every morning to check their journals, note attendance and deal with any issues regarding uniform, homework and so on. They will also pay particular attention to student's performance in their assessments.

## **Detention**

The school operates lunch time detention from 1:20 to 1:40p.m. every day. Students are put on lunch time detention by their class tutors. A note is written in the student's journal and they are expected to turn up. Failure to turn up for lunch time detention will result in two detentions and a warning being given. Failure to turn up for either of these will result in suspension from school. On return the student must attend the missed detentions.

## **Mobile Phone/Personal Music devices**

Mobile phones and personal music devices are to be turned off and out of sight while in the school building. This includes break times. Students may step outside the building to use mobile phones before 8:57, at small break and lunch break. Failure to follow this directive will result in the device being confiscated and held in the office for collection by a parent/guardian. A student who refuses to surrender the device will be suspended from attending school until such time as he/she agrees to comply with school rules. If it is thought that a student may have taken photographs or recordings in the school without permission the phone will be inspected in the presence of the student's parents before it is returned. Students may sometimes be asked to use their mobile phones by their teachers for educational purposes.

**Parents who need to contact students on urgent matters are free to ring the school landline and speak with their son/daughter. Alternatively, a message can be passed to the student. Students needing to contact parents are free to ask the office to do so at any time.**

## **VShare app**

Parents will receive a lot of information relating to school through the VShare app. This includes your son/daughter's timetable, attendance and exam results. We also email parents through the app. **It is essential that all parents download the app and turn notifications on so they can keep up to date with everything.** We will also send texts from time to time.

This link gives instructions on how to download the app: [Parent App - Downloading the app and logging in \(vshare.ie\)](https://www.vshare.ie). Please make sure that you turn on notifications as per the

instructions. We will send a text to all parents with your username and the first time you log in you click on *Forgot or change password* and you can create your own password.

To let the school know why your son/daughter was absent or to let the school know they will be absent please click on this link for instructions: [Parent App - Submit an Absence Request \(vsware.ie\)](#)

If you have other queries on what the app can do please click on this link: [Parent App - Everything you need to know \(vsware.ie\)](#). Please note we will not be using the Behaviour, SEN or Fees sections of the app at present.

You can also access all this information using your laptop or PC by going to <https://stbroganscollege.app.vsware.ie/> and putting in your username and password.

## **Information night for first year parents**

Parents will be invited to an information night on **Thursday, 31<sup>st</sup> August** where we will provide parents with all the information, they need including meeting year heads, tutors, timetables etc. You will receive this invitation on the first day of school.

## **Payment for Book Scheme, Registration Fee**

In addition to this information we have also included details of payments required by the school including book rental scheme, registration fee, trips to school events, calculator etc.

The school utilises a payment system called way2pay.

**We require all payments to be made online and will not accept cash over the counter in school. If expenses are not paid, we will not be able to supply services to the students such as books, insurance, bus trips and so on.**

### **How does it work?**

1. We will send you a TEXT MESSAGE with a link and invoice number.
2. Click the LINK and then verify your child's details, and
3. Click PAY NOW. Enter your card details to pay. You will receive a receipt by text message as soon as you pay.
4. If you don't have a smart phone when you get the text message you go to <https://www.way2pay.org> and put in the code you got in the text message.

**For further information regarding school policies please check the website [www.sbc.ie](http://www.sbc.ie) and follow us on Facebook, Instagram and/or Twitter.**

## **ST. BROGAN'S COLLEGE, BANDON, CO. CORK**

### **Student Payments for 2023-2024**

The Registration Fee covers student expenses/materials not funded by the Department of Education and Science e.g. Exam Papers, Pre-Exam Papers, Trips out for Extra Curricular activities, photocopying, 24 hour insurance, lockers, school journal, access to Studyclix, (for TY students ICDL), etc.

**For two or more students in the school there is a reduction of €30 for the second and each of the subsequent children from Registration fee.**

In addition to the Registration Fee, the Book Rental Scheme fee is paid yearly and students are provided with all their text books. N.B. If books are damaged or lost during the year, students will, however, have to meet the cost of replacement. Materials such as copies, biros, art materials etc. must be purchased separately by the student themselves.

Payment is online only – a link will be sent to you by text shortly regarding this.

Fees must be paid no later than **Friday June 30<sup>th</sup> 2023.**

<b>YEAR</b>		<b>TOTAL DUE</b>
<b>FIRST YEAR</b>	Registration Fee - €60	<b>€60</b>
<b>SECOND YEAR</b>	Registration Fee - €165 Book Rental - €70	<b>€235</b>
<b>THIRD YEAR</b>	Registration Fee - €165 Book Rental - €70	<b>€235</b>
<b>TRANSITION YEAR</b>	Registration Fee - €165 ICDL & Activities - €110 Book Rental - €70	<b>€345</b>
<b>5<sup>TH</sup> YEAR</b>	Registration Fee - €165 Book Rental - €70	<b>€235</b>
<b>LCA 5</b>	Registration Fee - €165	<b>€165</b>
<b>6<sup>th</sup> YEAR</b>	Registration Fee - €165 Book Rental - €70	<b>€235</b>
<b>LCA 6</b>	Registration Fee - €165	<b>€165</b>
<b>RANG IOSAIF</b>	Registration Fee - €165	<b>€165</b>

**Supervised Study forms and costs will be given to interested Students in September when they are back in school.**