

# St. Louis Community School



## New Staff Handbook



## School Contact Details

**Telephone;** 094 93 81228

### **Email**

- **Principal,** Regina Anderson [regina.anderson@stlouiscs.com](mailto:regina.anderson@stlouiscs.com)
- **Deputy Principal,** Marie Flanagan [marie.flanagan@stlouiscs.com](mailto:marie.flanagan@stlouiscs.com)
- **Deputy Principal,** Grahame Cleary [grahame.cleary@stlouiscs.com](mailto:grahame.cleary@stlouiscs.com)
  
- **Secretary,** Rena Conroy [rena.conroy@stlouiscs.com](mailto:rena.conroy@stlouiscs.com)
- **Secretary,** Imelda Reilly [imelda.reilly@stlouiscs.com](mailto:imelda.reilly@stlouiscs.com)

# School Day

- St. Louis Community School welcomes students from 8.00am.
- Breakfast for students is served from 8.15am to 8.55am and it is free of charge.
- Classes start at 9.00am and finish at 4.00pm; on Friday school finishes at 1.20pm
- Each class is 1 hour long.



Time	Class
9.00 - 10.00am	Class 1
10.00 - 11.00am	Class 2
11.00-11.20am	Break time
11.20 - 12.20pm	Class 3
12.20 - 1.20pm	Class 4
1.20-2.00pm	Lunch time
2.00 - 3.00pm	Class 5
3.00-4.00pm	Class 6

## School Curriculum

The following programmes are offered in the school:

- Junior Cycle
- Junior Cycle Schools Programme (JCSP)

The Junior Certificate School Programme (JCSP) operates within the Junior Cycle curriculum. It is an intervention into the Junior Cycle and not an alternative to it. It helps to make the curriculum accessible and relevant to young people who would benefit from a different approach to the Junior Cycle.

- Transition Year
- Senior Cycle
- Leaving Cert Vocational Programme (LCVP)
- Leaving Cert Applied Programme (LCA)

## Junior Cycle Subjects

- All students study the following **core** subjects
- Irish, English, Maths, Religion, History, SPHE, CSPE, PE, ICT.
  
- All students choose **five** of the following optional subjects
- Home Economics, Music, Art, Geography, Wood Technology, Engineering, Business, French, Spanish, Technology,
- In addition, all 1<sup>st</sup> Years attend one Big Brother Big Sister (BBBS) class on Thursday, class 1.
- The BBBS Programme is a mentor programme, where three 1<sup>st</sup> year students are assigned to one 5<sup>th</sup> year student and the aim of the programme is to help your child to develop friendships and settle into their new school.



## Senior Cycle Subjects

All students study the following **core** subjects:

- Irish, English, Maths, Religion, PE, Guidance.
- All students choose **four** of the following optional subjects:
  - *Accounting*
  - *Ag. Science*
  - *Art*
  - *Biology*
  - *Business*
  - *Chemistry*
  - *Construction Studies*
  - *DCG*
  - *Engineering*
  - *French*
  - *Geography*
  - *History*
  - *Home Economics*
  - *Music*
  - *Physics*
  - *Spanish*

## Programme Coordinators & Pastoral Care Support Teams

### **Additional Educational Needs Team**

- Tracey Kenny (Coordinator)
- Heather Coleman
- Mary Dunne
- Andrea Maloney (JCSP)
- Sean Costello (JCSP)

### **Leaving Cert Applied**

- Declan Concannon – Coordinator

### **Transition Year**

- Murt Dunleavy – Coordinator

### **JCT Coordinators**

- Louise O’Hora
- Louise Kelly

### **Pastoral Care Support Team**

If a student requires emotional support in school, please contact any of the following;

Name	Role	Email Address
Walburg Ruane	Guidance Counsellor	Walburg.ruane@stlouiscs.com
Trish O’Brien	Chaplain	Trish.obrien@stlouiscs.com
Tracey Kenny	Guidance Counsellor	Tracey.kenny@stlouiscs.com
Fearghal O’Hara	Support Teacher	Fearghal.ohara@stlouiscs.com

# Teacher's Timetable



- **Sample timetable**

- Room number
- Class group code
- Class time

Time	Monday
8:00	
9:00	Mathematics 2-118 2Mat-1.3 09:00 - 10:00
10:00	Mathematics 2-118 6Mat-1.2 10:00 - 11:00



## Year Heads

- 1<sup>st</sup> Year – Denise Nagle
- 2<sup>nd</sup> Year – Aideen Ueno
- 3<sup>rd</sup> Year – Ruth McNamara
- TY – Murt Dunleavy
- LCA - Declan Concannon
- 5<sup>th</sup> Year – Nuala Whelan
- 6<sup>th</sup> Year – Lynn Anderson

## When to contact the Year Head:

- Issues related to repeated breaches of discipline
- Serious incidents
- Where you have concern about a students' general well-being
- Where you need help or advice relating to a student
- Remember: as a mandated person, you are obliged to contact the DLP (Regina Anderson) for all concerns surrounding Child Protection
- In the event the DLP is absent, you must contact the DDLP, Grahame Cleary

The following pages outline some of the key school rules. Please refer to the copy of the attached Code of Behaviour for a more detailed outline of the school rules.

# Class Rules

In order to create a classroom environment which is conducive to learning and development, the following rules apply in the classroom:

The authority of the teacher in the classroom must be respected at all times.

Students must be on time for each class and have all materials required for class. Borrowing of books or other materials is prohibited.

Students must respect the right of their fellow students to work without hindrance or distraction. Disruptive or inappropriate behaviour is not permitted in the classroom.

An immediate apology is required for an offence caused to teacher or students in the classroom.

To answer a question or seek the attention of the teacher a student must raise a hand and wait for permission to speak.

Students must leave the classroom in an orderly manner when class is dismissed.

Written permission from a teacher, Year Head, Deputy Principal or Principal, is essential when a student is absent for a class or part of a class period.

The school uniform as stated in the School Journal must be worn at all times during the school day or when engaged in school activities.

A high standard of neatness and personal hygiene is expected of all students.

Mobile phones are not permitted in the school. If found they will be confiscated and returned to the parent/guardian of the student on Friday after school.

Interference of any kind with another person's property, including school property, is a serious breach of the school's code of Conduct. Students or their parents/guardians may be required by the school to pay for the repair or replacement of property damaged by students.

Items which are dangerous, inappropriate or a cause of distraction, are not permitted in the school and may be confiscated.

Chewing gum is strictly prohibited throughout the school and grounds of the school.

Eating or drinking in classrooms is prohibited.

# Classroom Management

## Homework Journals

- Students are asked to have their School Journals with them for every class period to record their homework.
- Parents are asked to check that their son / daughter is completing their homework and to sign the Homework Journal.
- The School Journal is to be used only for the recording of homework, and communication between parents/guardians and the school.
- We ask students to keep their journals in good condition and free from graffiti.

## Mobile Phones

- Students must have their mobile phones and ear buds turned off and out of sight at all times.
- Students may only use their phones for educational purposes with their teacher's prior permission.
- Students found using their phones without permission, will have their phones confiscated until Friday after school.
- Teachers should hand in confiscated phones to the main office in an envelope with the student's name on it.
- Please record all incidents of confiscated phones on Vsware.



## Assessments

Students will have two sets of formal assessments at Christmas and the end of the year, they will also have various class tests throughout the year.

## Reports.

All student assessment reports will be available on VShare under the Assessment tab.

If you have any difficulty accessing these reports, please contact the school office on 094 93 81228

# Student After-School Supports

## Homework Club

Students with certain AEN attend the Homework Club after school. The Homework Club starts at 4.15pm and finishes at 5.30pm Monday to Thursday. It is supervised by our team of Special Needs Assistants.



## Evening Study

Evening Study is available to all students from 4.15pm to 6.15pm, Monday to Thursday and 2.00pm to 4.00pm on Friday.

This is a quiet, study facility, students do not get help with their work.

Evening study is supervised by the teaching staff.

# Extra-Curricular Activities

## Lunch Time Activities

- Play soccer on the astro turf (different days are assigned to different year groups)
- The Social Hub is open on Thursdays
- The Quiet Room is open every lunch time
- Student Council meetings are on Mondays
- Chaplaincy Team meetings are on Tuesdays



Student Group	Coordinator
Chaplaincy Team	Trish O'Brien
Wellbeing Team	Walburg Ruane
Green Schools	Louise O'Hora
Year Book Committee	Mary Dunne
Student Council	Trish O'Brien
Prefects (6th year students only)	Nuala Whelan

**Feel free to volunteer to help out in any of these activities!**

## Sport

There are many sporting opportunities available in St. Louis, students may join any of the following teams. Please contact the teacher listed if you wish to get involved in any teams in the school



	Girls	Boys
Gaelic Football	Amy Hopkins, Michaela Walsh	Paul Regan (1 <sup>st</sup> Yr.) Luke Kilduff, John Harrington (Juvenile) Tony Duffy (Junior & Senior)
Soccer	Tara Naughton, Michaela Walsh	Fearghal O'Hara
Volleyball	Marie Flanagan	Sean Costello
Basketball	Amy Hopkins	Amy Hopkins
Badminton	Marie Flanagan	Marie Flanagan
Rugby		External coaches





## The School App



The **St. Louis Community School App** is our primary means of communicating with parents, we don't send out any information by post. It is useful if teachers to keep an eye on the app as notifications are sent out to the school community daily. To download this app, please take the following steps;

- Go to the App store.
- Type St. Louis Community School into the search tab, our school crest will appear beside the school name.
- Click download, then click open.
- Read and accept the terms and conditions
- Click I am a Teacher, then click Next to log-on

### Payments

All school payments can now be made via the school app.

- If you wish to collect money from students for activities, trips, exam papers etc., this can be done via the school app.
- Please contact Rena or Imelda in the Main Office in order to create the payment request on the app.




## VShare

VShare is our school administration system. Student attendance, lates, exam reports and behavioural incidents are all recorded by staff on VShare. All parents have access to their child's VShare account. To access VShare follow these steps:

1. Log in to VShare at the following address:  
<https://stlouiscs.vshare.ie/>
2. On the log-in screen click on "Create or reset your password"
3. Input your username and the last 4 digits of your mobile phone number.
4. Create a new password.
5. Log in again using your given username and new password.

VS  
WARE

## Welcome to VShare

School  
 St Louis Community School



Username

Password

[Create or reset your password](#)

[Login](#)

Don't have an account? [Learn more](#)

Note that student attendance **MUST** be recorded before 9.30am during Class 1. Parents are notified via the app if their child is absent.

## Microsoft Office 365

All of our staff have a Microsoft Office 365 account and have access to Word, Excel, PowerPoint, OneNote email and Teams.

Our ICT Acceptable Usage Policy is developed to guard the use of these facilities by students.

Log-in details will be provided to all new staff members.



## Social Media

We have a Facebook, Twitter and Instagram page, please follow us on the various social media platforms to keep up to date with all the latest news.

Please find the links or handles below,

Facebook: St. Louis CS



Instagram: stlouiscs\_mayo



Twitter: StLouisCS\_Mayo



If you wish to post any news about what's happening in your classes or extra-curricular activities to the school's social media pages, forward it to the principal

# Board of Management

The Board of Management is responsible for school governance, subject to the provisions of the Deed of Trust and the Education Act, 1998.

The Chairperson of the BOM is Mary Mullarkey.  
The Secretary is Regina Anderson



Le Cheile Nominees	Sr. Mary O'Connor Ms. Mary Mullarkey Mr. Michael Brett
ETB Nominees	Ms. Mary Madden Mr. Pat Forde Ms. Bernie Rowland
Staff Nominees	Mr. Brian Joyce Ms. Christina Gormally
Parent Nominees	Mr. John Conlon Ms. Liesel Ward

## Procedures for Parent Teacher Meetings

- All Parent Teacher Meetings will take place in the new building, in the Louis Bautain hall and the classrooms upstairs.
- School will finish at the earlier time of 3.45pm on the afternoon of the Parent Teacher meetings. School buses will be notified of the early finishing time.
- The meetings will take place between 4.15pm and 6.45pm



## Child Protection

If you suspect that any of our students are at risk of harm or abuse, you have a responsibility as a mandated person to report it to the;  
Designated Liaison Person (DLP) – Ms. Regina Anderson  
Deputy Designated Liaison Person (DDL) – Mr. Grahame Cleary

Please read the Child Safeguarding Statement and Risk Assessment on the school website prior to the New Staff Induction day at the end of August.

[www.stlouiscs.com](http://www.stlouiscs.com)

Our School  
Policies

Please also complete the Child Protection training for teachers on the Tusla website and forward the certificate to the Principal.

[www.tusla.ie](http://www.tusla.ie)

## Anti Bullying Policy

Please read the Anti-Bullying policy on the school website prior to the New Staff Induction day at the end of August.

[www.stlouiscs.com](http://www.stlouiscs.com)

Our School  
Policies



Copies of this policy, along with Appendix 3 are available in the staff eBook, which you will get access to.

## Droichead

The *Droichead* process is an integrated professional induction framework for newly qualified teachers and its main objective is to support the professional learning of NQTs during their induction phase.

We are very proud to be a Droichead School and we have a fully trained Professional Support Team.

Ms. Nuala Whelan, Ms. Denise Haran, Ms. Trish O'Brien and Ms. Julie Ryan are four members of the Professional Support Team and they mentor the NQTs through the *Droichead* process.

Please visit <https://www.teachingcouncil.ie/en/teacher-education/droichead/> for more information on the Droichead process.