



Creagh College

Coláiste na Craobhaí Guaire

Information Booklet for Parents of Incoming First Year Students 2023/24

Welcome to Creagh College

Contact details:

Telephone: (053) 9484035

Fax: (053) 948 0544

Email: creaghcollege@wwetb.ie

Web: www.creaghcollege.ie

Roll no: 76127D

Table of Contents

What does a school day look like in Creagh College; including start and finish times?.....	3
What happens at the start of the school day?	3
Who is the Class Tutor?	3
Who is the best person to help me if I have a query or problem?.....	4
What times are breaktimes and what food/snacks are available?.....	4
Canteen Menu	Error! Bookmark not defined.
What should I do if my son or daughter is late for school?	5
What should I do if my son/daughter is absent from school?	5
What should I do if I need to sign my child out of school?.....	6
What uniform do I have to wear?	6
PE uniform	8
What do I do if I forgot my PE gear?	8
How do I order my iPad and eBooks?	8
How can I get to school? - School Transport	11
Will I get into trouble with teachers?	11
Mobile phones	12
What extra-curricular activities do Creagh College offer to their students?	12
Additional Costs: Classroom Materials, Lockers, Insurance, Student Journals	13
Items that you should purchase before the school year begins	14
What will I study?	Error! Bookmark not defined.
Optional Subjects/Modern European Language	Error! Bookmark not defined.
What should I bring /wear for my first day at Creagh College	14
Your first week - Induction Week.....	14

What does a school day look like in Creagh College, including start and finish times?

What will our new school day look like?

Daily start time (Monday to Friday): 8.50am
 Morning break (Monday to Friday): 10.58am - 11.18am (20 minutes)
 Lunch break (Monday to Friday): 1.14pm - 1.54pm (40 minutes)
 Finish Time (Monday to Wednesday): 3.50pm
 Finish Time (Thursday and Friday): 2.52pm

Period		Monday	Tuesday	Wednesday	Thursday	Friday
P1	8.50 – 9.48					
Tutor	9.48 – 10.00					
P2	10.00 – 10.58					
Break	10.58 -11.18					
P3	11.18 – 12.16					
P4	12.16 – 13.14					
Lunch	13.14 – 13.54					
P5	13.54 – 14.52					
P6	14.52 – 15.50					

What happens at the start of the school day?

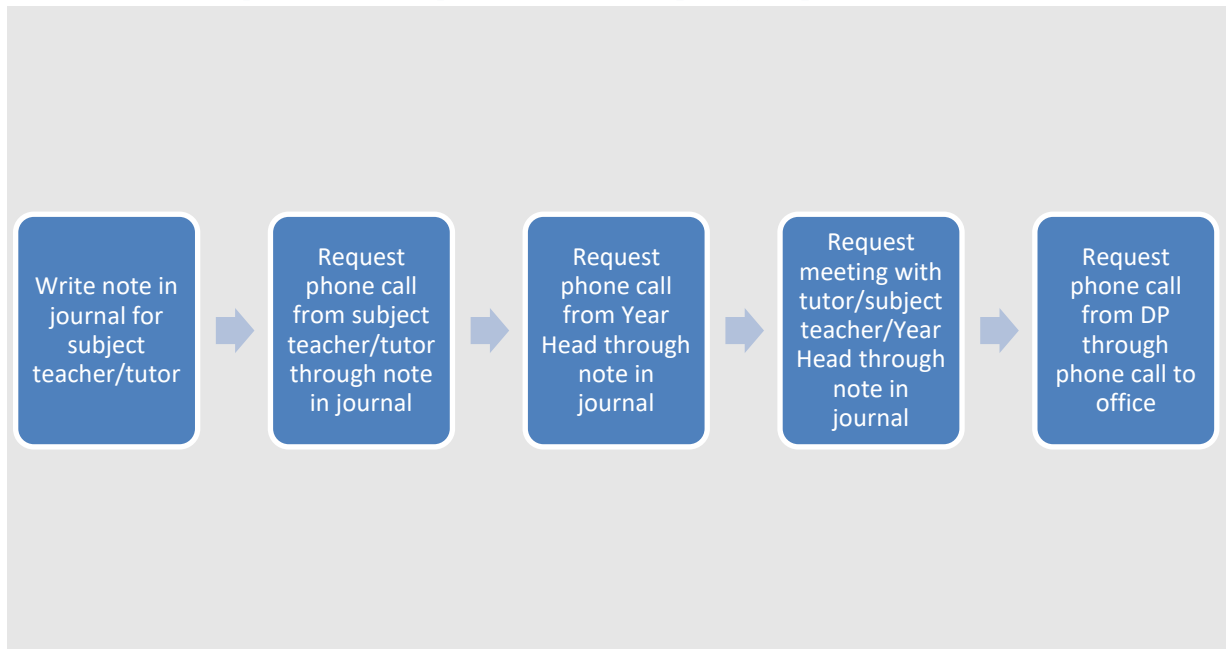
- Students should be in school every morning on time. This means students should be in school before 8.40 so that they can use the toilet, go to their lockers etc.
- First bell will ring at 8.45 and students should go to their tutor’s classroom and line up quietly outside in alphabetical order.
- The second bell will ring at 8.50 to signal the start of the school day. Students should line up quietly, outside the classroom where they have period 1.
- After Period 1 (9.48) Students will go to their Class Tutor.

Who is the Class Tutor?

Each tutor group class has a class tutor. Every day the class tutor will meet with their assigned tutor group after Period 1. The class tutor will answer any questions you have about school, they will help you understand your timetable, and will explain the school rules and how the lockers work. If any of their students are feeling unsettled, they will support them, and if there are any reports of bullying, they will deal with this along with other relevant staff members. If you have any query or concern, the class tutor is

your first point of contact in the school. All absences must be reported to your class tutor.

Who is the best person to help me if I have a query or problem?



The Student Journal is an important channel of communication between the college and parents. Students are required to have their journal with them in every class. It can be very difficult to contact a teacher by phone, so it is easier if you write your concern/note/request for a phone call in the student's journal.

Most queries, especially those concerning a particular subject or teacher, are most effectively addressed by putting a note for that teacher's attention in the space provided in the Student Journal. Alternatively

In matters of greater urgency, parents may wish to discuss an issue with their child's Year Head. Again, this can be done in writing via the Student Journal. Alternatively, all tutors, subject teachers and Year Head's email addresses are on our website. You can also leave a message by contacting the office by telephone. All Year Heads have teaching duties to attend to, but every effort will be made to return calls in as timely a fashion as possible. Tutors and Year Heads will know your son/daughter best. However, if you wish to meet the Deputy Principal or Principal, please telephone the office to make an appointment.

What times are breaktimes and what food/snacks are available?

- **Small break:** 10.58am until 11.18
- **Lunch:** 1.14pm until 1.54pm

Our small break is 20 minutes long and our lunch break is 40 minutes long. 1st, 2nd and 3rd year students are not allowed to leave the college premises during lunchtime (students who live close to Creagh College may go home for main lunch by prior arrangement with the college authorities). Only our Senior Cycle students have permission to leave the campus for lunch break.

Canteen facilities

We promote healthy eating in our school and have a wonderful canteen that offers our students a wide variety of healthy food. Students can pre-order and the canteen is open for both breaktimes. We are one of the few canteens in Ireland to have a Happy Heart Healthy Eating Award. Paninis, wraps, fresh rolls, soup, variety of pasta dishes, fresh juices, fresh fruit and homemade flapjacks are all available.

Treats are available from the canteen on Friday only. Please do not allow your child to bring high energy sports or caffeinated drinks as part of their school lunch. Drinking water fountains are located throughout the college and we would advise students carrying iPads in their schoolbags not to carry drinks in the same bag.

A new menu will be issued in late August.

What should I do if my son or daughter is late for school?

- A valid note should be placed in the back of your child's journal in the **LATE NOTES** section, indicating why your child was late for school.
 - ✓ Your son/daughter should present this note to the front office where he/she will be signed in.
 - ✓ This note should then be presented to his/her tutor that morning if he/she arrives during tutor time or if not presented the next morning to their tutor.
 - ✓ Your son/daughter will be marked as LATE on the school roll for that day.
- Students should not come to school without a note explaining their lateness.
- If your son or daughter comes to school without a valid note, he/she will be placed in detention at lunchtime.

What should I do if my son/daughter is absent from school?

Here in Creagh College, we look upon attendance as one of the key components to a student's educational success. Students must be in school in order to learn. We do realise that there may be days when students do have to miss an odd day of school for reasons such as sickness or essential medical/dental appointments. We would encourage parents to try, where possible, to book these appointments outside of the normal school day. So, what do you do if your son/daughter has been absent for a day?

- A valid note should be placed in the back of the student's journal in the **ABSENCE NOTES** section. Parents/Guardians must clearly indicate the reason for the student's absence from school and the note must be signed and dated.
- The student then presents this note to his or her tutor upon his/her return to school. It is extremely important that the student provides his/her tutor with this note so it is recorded on the school's system for attendance.

Under the Education (Welfare) Act, 2000, as a school we are obliged to report on school attendance for any student under the age of 16 who has missed more than 20 days to TUSLA.

What should I do if I need to sign my child out of school?

If it is necessary to take a student from school during the school day, it is recommended that this be done during our break or lunchtimes. This will reduce any disruption to teaching and learning. The following are the steps involved in signing a student out of school:

- A note should be written in the student's journal, by the parent/guardian before he/she comes to school. The student then presents the note to his/her tutor that morning. The note should give a clear reason for signing out as well as the time that he/she will be collected at and if the student will be returning to school or not.
- The tutor signs the note during tutor time and records this for their own records.
- The student must present this note to the Year Head to be signed after the Tutor has signed it.
- The student presents himself or herself to the front office at the time indicated in the note. A parent/guardian should be there to sign his/her child out of school. One of the secretaries will record the student's name in the book along with the time they left, and the parent/guardian should sign this.
- Where a child is signing back into school, for example if the child has attended a dental appointment earlier in the day, then the student is required to sign back into school. He/she must present himself/herself to the front office and sign the sign-in book.

What uniform do I have to wear?

The college uniform is as follows:

For boys:

- The official college jumper
- Grey trousers (not jeans or tracksuit bottoms)
- A standard white shirt with collar (not a polo or t-shirt)
- **Black shoes (all black- no coloured logos or soles)**
- Black or grey socks

For girls:

- The official college jumper
- The official college skirt (black, white and red tartan)- below the knee in length, or
- Grey trousers (2 specific styles available in Leddys and Funges- not jeans or tracksuit bottoms)
- White blouse with "revere" collar
- Black shoes (all black- no coloured logos or soles)
- Black tights or socks

Jumpers, skirts and grey girls' trousers are available from Funges and Leddys. Jumpers will cost approx. €40 to €45 depending on size and skirts will cost approx. €50 to €55, also depending on size. Boys' trousers, shirts and blouses are standard school uniform items and are readily available in most clothes shops including Tesco and Dunnes Stores.

Creagh College has an official college jacket. It is a high-quality waterproof winter jacket. It was designed and chosen in consultation with our Parent and Student Council and enhances the image of Creagh College and represents good value for money. These jackets are available from Funges or Leddys.



If a student wears a jacket to school, it must be the official college jacket or alternatively students can purchase the Bodibro sports school jacket (see image below) which we will allow them to wear to school.



Please see our [uniform policy](#) for more information.

PE uniform

The **PE Uniform** is compulsory for all students. The PE uniform can be purchased through the online shop on the Bodibro website. **All orders must be placed before the 25th June to guarantee delivery for late August.** Students must wear runners in the hall and football boots are recommended when on the pitches. The PE uniform consists of a school crested quarter zip or crew neck, a school crested tracksuit or leggings and a school crested training jersey. First year students are permitted to wear their PE uniform on the days that they have PE and/or the day they have an activity that requires them to wear it such as Short Course GAA or GAA activities.

What do I do if I forgot my PE gear?

Students unable to participate in PE:

If for some reason a student is unable to take part in a PE class, due to an injury, a signed & dated note explaining the type of injury should be written in the student's journal. If a student is feeling unwell but is well enough to attend school, it is recommended the student get changed and does some moderate exercise e.g. goes for a walk and gets some fresh air.

How do I order my iPad and eBooks?

All iPads and eBooks need to be ordered through our technology partner's website - www.wriggle.ie. Please also read the accompanying 'Creagh College Wriggle Parents' Information Booklet' on our website. Contact details for queries in relation to the iPad Online Store: Wriggle - 01-5009060

Once the store opens, go to www.wriggle.ie and select the "ORDER" tab. You will be asked to enter a store code - our unique store code is 80440. Once you have entered this code, a range of stores will be presented to you. Please select the "Creagh College First year 2023/2024" store.

It is very strongly recommended that you purchase the iPad through our online store for a variety of reasons; it will be the latest available model iPad, it comes at an educational discount, and most importantly it can be much more safely and effectively managed under our Acceptable Usage Policy and our Mobile Device Management system.

Using the store is very straightforward. Simply follow each step on the store to select your required iPad, protective case, insurance options and the subjects your son/daughter will study.

The store will close on **June 28th**, and any orders placed after this date cannot be guaranteed to be with you in time to start the school year and will be subject to a late processing fee imposed by Wriggle.

The iPad will be shipped directly to you at your home address.

iPad Training will take place during the first weeks of school. Students will attend classes which will enable them to begin using their devices straight away for school-work and homework.

All devices purchased through our online store will be controlled using Apple Managed IDs. This means that students will not have the ability to download any apps either in or out of school time, delete the management profile, or misuse the iPad while in school. This will see greatly decreased distraction and allow parents easier access to applying restrictions to the device while outside of school.

If your son/daughter is using an iPad not purchased through our store (BYOD):

Though it is strongly discouraged, if you do decide to bring your own iPad (BYOD) and not purchase a new device through our store, the device will need to be sent to Wriggle with all of the steps in the image below followed.

Please note: All iPads will be reset before they are configured with the management system, eBooks and necessary apps, and any data left on them will not be recoverable afterwards. The College cannot be held responsible for any damage done to devices which are not properly packaged and protected by you for transport, or for the loss of any data left on the iPad before it is sent to Wriggle.

The iPad will then be returned to you set up and ready to be used under a new managed Apple ID, along with any physical text and workbooks purchased.



E-Books

Please note that this year all 1st years will be using EDCO ebooks where possible. The cost of this is €80 per annum (invoiced in advance of 1st, 2nd & 3rd year).

The only subjects where we are not using EDCO books are the subjects for which EDCO do not offer a book. These non EDCO books can be purchased from any good book retailer. All EDCO books will be in digital eBook format only and will automatically appear in each student's EDCO account once the €80 annual payment has been made. EDCO will contact the parents of each student in relation to making this payment.

Payment must be made by 30th June to guarantee an Edco Learning account is set up with all the new and required ebooks in time for the student starting school. Please see our website for further details [Edco First Year Book Information](#)

In addition, some subjects might require the purchase of a separate workbook, details of which are contained in the 1st Year Booklist which is accessible on our website [1st Year Booklist](#)

These workbooks will be organised by the class teacher and payment can be made in September using the school's online payment system Way2Pay.

It is highly recommended that a bundle of regular copies and A4 hardbacks be purchased as a number of subjects will require these as the year progresses.

How can I get to school? - School Transport

We encourage as many students as possible to walk or cycle to school and there is a bicycle rack in front of the college. However, if you intend to drive your child to Creagh College please drive carefully in the vicinity of the college and do not obstruct the entrances, disabled parking spaces or the school bus set down area.

Please note that students are entitled to school transport to their closest 'Post Primary Centre' provided they live not less than 4.8km from that centre. Now that Gorey has two post primary schools, the town of Gorey is considered to be the 'Post Primary Centre' and the measuring point for determining eligibility for transport is Gorey Post Office.

Bus Eireann devises routes to serve the growing needs of Creagh College and their decisions are based on the applications they have received. If you wish to avail of School Transport and have not already done so please make an application online at www.buseireann.ie as soon as possible.

Will I get into trouble with teachers?

We certainly hope not!

On the contrary, we are trying to do the opposite and reward you when you are doing your best to learn and behaving well.

Positive Affirmations Committee (PAC)

The aim of the PAC is to recognise and reward positive behaviour. This might be academic or extracurricular achievements (getting a higher result than usual, playing on a county team, winning something with a local club) or random acts of kindness (opening a door, helping another student or teacher).

To date PAC has contributed to a more positive atmosphere in the school.

Students and parents should monitor the behaviour tab on VShare.

Students should call to the relevant Deputy Principal or Ms Spellman upon reaching the following milestones:

VSware comments	✓	Positively affirmed by:
5 positive comments		
10 positive comments		
15 positive comments		
20 positive comments		
25 positive comments		
30 positive comments		

Mobile phones

Students may take mobile phones to college provided they observe the following conditions:

- a) The college can accept no responsibility for mobile phones. Mobile phones are brought to college entirely at the owner's risk. The college accepts no responsibility for lost, stolen or damaged mobile phones.
- b) In order for students to be fully focussed on their schoolwork their phone must be switched off and kept in their possession during the college day. Mobile phone use is not permitted during or between classes. All contact between home and school (during the school day) must go through the main school office.

What extra-curricular activities do Creagh College offer to their students?

Creagh College recognises the importance of extra-curricular activities towards the well-being of our students. We offer a wide range of extra-curricular activities both during school and after school. These are just some of the activities that are on offer:

- Gaelic Football (Boys and Girls)
- Hurling/Camogie
- Athletics
- School Choir
- Basketball
- Rugby
- Equestrian
- Creative Writing
- Art Club
- Home Economics Club

- Science Club
- Film Studies Club

These activities normally commence in September. Keep an eye out on our Facebook page on our website and to announcements made on our PA system.

Additional Costs: Classroom Materials, Lockers, Insurance, Student Journals

The beginning of the school year brings with it a lot of expense for families, and we have tried to be as clear and transparent as possible in setting out the various costs that will arise during the year. We have worked hard to try and reduce the costs for families as much as can.

Rather than constantly sending home notes requesting small contributions towards various items that will be needed during the year we have decided to charge a flat fee of €90 per pupil. The items covered by this fee are set out below.

- Every student is required to rent a locker in Creagh College. The rental fee and cost of a combination lock is €20.00 You will get your locker and a combination padlock in your first week or two.
- All students will need a scientific calculator (approx. €12) for Maths classes and these will be supplied by the college during the first few weeks of term. Please do not purchase calculators yourselves: It will assist greatly in the smooth-running of Maths classes if all students are using the same make and model of calculators and the college can get the best possible price by buying in bulk.
- We operate a compulsory college personal accident insurance policy and further information will be provided in September. The policy covers your child 24 hours a day both within and outside college for accidental injury. The premium is €8.
- Your school journal; This costs €15. You need to bring it to school every day and record all homework in it. Important notes between your parents and your teachers will be recorded in the journal. If you lose it, you will have to replace it at a further cost of €15. It is essential that students have their journals in class every day.
- SMS Text services: Parents will be informed by text message of important college events, parents will receive a text message when their son or daughter is marked absent or late in the college. These services will cost approx. €15 per student.
- Photocopying Costs : €20

This can be paid using our online payment system, Way2Pay and we would appreciate it if this fee could be paid in full by the end of September. Further details on this will be issued in due course from the school.

While we have tried to be as comprehensive as possible in outlining these additional costs up front, it is possible that further items will be required during the college year.

Items that you should purchase before the school year begins

All students should purchase a supply of standard copybooks and bring these with them at the start of the school year. In addition, they will need a pencil case, a rubber, ruler, pencils, pencil sharpeners, pens and colouring pencils. We would also encourage you to consider buying zip folders whereby students can store all materials for one subject in a zip folder. Please also label everything with permanent ink.

What should I bring /wear for my first day at Creagh College

- Uniform
- School Bag
- Pencil Case (Pencils, Pens, Colouring pencils, Pencil Sharpener, Rubber)
- A supply of standard copies
- Packed lunch (for small break)
- PE gear (for Day 2 of Induction)
- iPad

Your first week - Induction Week

All first years will attend on Monday 28th August and Tuesday 29th August for two full Induction days. They will then commence their first full day on Wednesday 30th August where they will follow their school timetable as normal.

Their induction days will include the following:

- Introduction to their timetable
- Navigating the school building
- Making new friends
- Meeting their teachers
- iPad training.
- Activities
- Wellbeing programme
- PE

