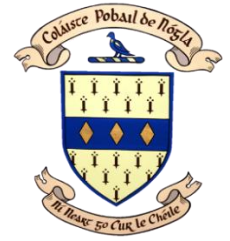




## Information for School Year 2023-2024



June, 2023

Dear Parent/Guardian,

I would like to take this opportunity to thank you for your continued support over the past school year, and as we plan and prepare for the next academic year please note the following points of information and detailed information contained within this information pack.

- 1. School Report for your Son(s)/Daughter(s).** Your child's Summer exam report will be made available through your VShare account. Please visit [www.naglecommunitycollege.vshare.ie](http://www.naglecommunitycollege.vshare.ie) If you have any difficulty with your account username or password please contact the school office on 021-4358633.
- 2. Student Activity Fees and information on Way2Pay.** All student activity fees should be paid by Wednesday 23<sup>rd</sup> August 2023. The student activity fee is €200 per student or €300 per family. We would encourage all parents to pay on the Way2Pay app. We are a cashless school and we will not be able to accept cash payments this year. All payments must be paid online. You will receive a text from the school in the coming days with a link to make the online payment (You can pay in instalments or in one lump sum). Further details contained below, contact the office for assistance if required.
- 3. A School Calendar** for the academic year 2023 – 2024 which includes return to school dates and holidays etc. is enclosed in this letter. Please note that all dates on the calendar are correct at the time of this letter going to print. We will advise you of any changes, should they occur, closer to the time by text message and on the school Facebook page and website, [www.naglecc.ie](http://www.naglecc.ie)
- 4. Contact Information:** Please contact the school office if your contact details have changed. It is vital that up to date addresses, and contact phone numbers are available for your son/daughter.
- 5. List of class requirements for all students. Note:** Books are provided through the book rental scheme.
- 6. Information on school uniforms:** Note: Our supplier, Cahill's Uniform Shop are based in Carrigaline and there is an option to purchase the uniform online. Full uniform must be worn at all times next year. Further information enclosed in this letter.

I look forward to welcoming all students back in late August. Wishing you all a wonderful Summer break.

Kind Regards,

*Jim O' Sullivan,*

Principal, Nagle Community College.

## **School Calendar 2023 - 2024**

- August:** Tuesday 29<sup>th</sup> August 2023 – 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> year students  
(11am – 12.30pm)  
Wednesday 30<sup>th</sup> August 2023 – 1<sup>st</sup> years ONLY (11am – 12.30pm)  
Thursday 31<sup>st</sup> August 2023- All students (Full Day)
- Oct /Nov:** Monday 30<sup>th</sup> October 2023 – Friday 3<sup>rd</sup> November (Inclusive) Midterm Break
- November:** Monday 27<sup>th</sup> November 2023 (School closed to facilitate staff training)
- December:** Friday 22<sup>nd</sup> December 2023 (Closing) – Monday 8<sup>th</sup> January 2024 (Reopening)
- January:** Monday 15<sup>th</sup> January 2024 (School closed to facilitate staff training)
- February:** Monday 5<sup>th</sup> February 2024 – Bank Holiday  
Monday 12<sup>th</sup> February 2024 – Friday 16<sup>th</sup> February 2024 (Inclusive) Mid-Term Break
- March:** Monday 18<sup>th</sup> March 2024- St. Patrick’s Day Bank Holiday
- April:** Monday 25<sup>th</sup> March 2024 – Friday 5<sup>th</sup> April 2024 (Inclusive) Easter Holidays
- May:** Monday 6<sup>th</sup> May 2024 – Bank Holiday
- June:** Friday 31<sup>st</sup> May 2024– Last day of term.  
Wednesday 5<sup>th</sup> June 2024 – Start of State Examinations

## **Parent/Teacher Meetings 2023 – 2024**

Tuesday 24<sup>th</sup> October 2023 – 3<sup>rd</sup>, 4<sup>th</sup> and 6<sup>th</sup> year

Tuesday 23<sup>rd</sup> January 2024 – 1<sup>st</sup>, 2<sup>nd</sup> and 5<sup>th</sup> Year

Tuesday 5<sup>th</sup> March 2024 – 3<sup>rd</sup> and 6<sup>th</sup> Year

## **School Uniform Information 2023**

**Note:** Uniform policy will be strictly implemented in 2023 – 2024.

**All students must wear full school uniform each and every day, without exceptions.**

If a student, for any exceptional reason, does not have full uniform on rare occasions, they must bring a note explaining the reason.

If a student is not in full uniform and does not have a note, he/she will be asked to go home before coming in to school, and will be asked to return in full uniform.

Consider having extra uniform options (pants, shirts) to allow for washing where necessary.

**Uniform policy will be strictly enforced from the first day of term.**

### **PE Arrangements:**

Students can bring their own PE/Gym gear to school in a gear bag on days that they have PE. Students must change in and out of PE clothes during PE classes in the sports hall changing rooms. Students are not allowed to wear PE clothes in school before or after PE classes. This rule will be strictly enforced without exceptions.

### **Uniform**

The School Shirt (Pale Blue) Trousers (Navy) or Skirt (Navy, *Knee-Length*, worn with navy or black tights) can be bought in any department store.

The **School Jumper** and **School Tie** are available to purchase from Cahill's Uniform Shop, details below.

Black shoes or all black runners can be worn; the black runners must be completely black with no other colour.

Jackets / Hoodies can be worn on the way to and from school, hoodies are not permitted inside the school and must remain in student lockers.

Students in 2<sup>nd</sup> and 3<sup>rd</sup> year may also wear their school tops instead of a school jumper. School shirts and ties must be worn inside the school top where applicable.

### **Cahill's Uniform Shop (School Jumper and School Tie)**

Cahill's can be contacted on: 085-2412107 or [info@cahillschoolwear.ie](mailto:info@cahillschoolwear.ie)

Orders can be placed online at: [www.cahillschoolwear.ie](http://www.cahillschoolwear.ie)

## Requirements for the School Year 2023 -2024

### Junior and Senior Cycle Requirements

Each student will be required to have the following classroom materials\*:

- Sharp ELW531 Write View Calculator
- Geometry Set
- HB, 2B, 4B Pencils & Erasers (if doing art)
- A selection of Hardback Copies (**Junior & Senior Cycle**)
- A selection of standard Copy Books
- P.E. Gear and Changing Bag (Note: Students are **not** permitted to wear PE clothes to school. Students must change in PE hall during PE classes)

\*Individual subject teachers may require additional materials and resources from time to time, notice of these will be communicated to parents well in advance.

#### **NOTE:**

1. Each pupil must have:
  - A good, sturdy school bag. Students must bring their bags to and from school everyday and must **not** leave them in their locker.
  - A ring binder for notes, handouts etc.
  - Set of colouring pencils
  - *A good supply of pens, pencils, eraser, ruler and a pencil case are essential.*
2. Whenever possible, books, notebooks, etc. should be appropriately covered.
3. Pupil's names should be on all books, equipment, uniform etc.
4. **Textbooks will be given to students through our Book Rental Scheme. This is covered by the Student Activity Fee and it is important that this fee is paid in advance of students being issued with their books. Parents and students are reminded that all books are to be covered and returned at the end of the school year. Books must be kept in good condition throughout the year – if a book is misplaced or lost it will have to be replaced by the student.**
5. **Way2Pay** is the primary communication method with parents/guardians. Regular updates will be sent via text message, please ensure your contact details are up to date. Payments for specific activities will also be requested through the Way2Pay app, if you require assistance please contact the school on 021-4358633.

All 3<sup>rd</sup> and 6<sup>th</sup> Year students may need to purchase **Past Examination Papers** and teachers will inform students of the cost at appropriate times during the school year. A bill for the past papers will be put on Way2Pay and parents will be asked to pay for them online through the Way2Pay App.

## **Attendance**

Under the Education Welfare Act 2000 Parents are obliged to send their child to school on every school day. If a child is unable to attend school on a particular day the parent is asked to contact the office to explain the reason for this absence. When the student returns to the school he/she **must have a note for this absence in their journal signed by a parent.**

The school is obliged to report to the Education Welfare Officer if a child's absences add up to 20 days or more in a school year. Referrals on absenteeism above 20 days may be referred to the Educational Welfare Officer. **Parents are reminded not to arrange holidays during the school term.**

## **Punctuality**

It is expected that all students are on time each morning and afternoon. Students need to be in their assembly areas at 8.45am each morning. Punctuality will be monitored closely. **Students who are late may be kept back either at lunchtime or afterschool of the same day, for detention. Notice of this detention will not be given to students/parents. Any student who has a genuine reason for being late, please phone the school office on 021-458633 to let us know or provide a note to explain the reason. Punctuality policy will be strictly enforced next year, without exceptions.**

## **School Rules**

A full list of School Rules and the Code of Behaviour are available in every student's School Journal. Parents and students will be asked to sign these when students return to school.

## **School Activities / Photographs**

Over the course of your child's education in Nagle Community College your son or daughter will partake in many exciting and varied programmes. We would appreciate the opportunity to publish these images in our promotional media and literature and on our school website and Facebook / Instagram Pages. If you **do not** wish your child to be included in such photographs, please contact the school **as soon as possible** on 021-4358633.

## **School Policies**

A list of school policies are available on the school website, including the Child Safeguarding Statement and Risk Assessment, Anti-Bullying Policy, Critical Incident Management Plan and other essential policies are available for your consideration. These policies were recently reviewed in May 2023. Please visit [www.naglecc.ie](http://www.naglecc.ie) for further information.

## **Social Media – Facebook Page**

Please follow the Nagle Community College Facebook Page for regular updates and information on all school activities. Available on:

<https://www.facebook.com/naglecommunitycollege>

Regular updates and further information in relation to back to school (August 2023) will be available on our school website: [www.naglecc.ie](http://www.naglecc.ie)

## **STUDENT ACTIVITY FEES**

For the academic year 2023 / 2024 the Student Activity Fee is €200 for an individual student/ €300 for a family. This fee includes:

- All School Books
- Student Journal
- Lockers and Locks
- Class Materials
- Personal Accident Insurance
- Photocopying and Printing
- Supplemented Bus Costs.
- Guest Speakers & Seminars
- Extra-Curricular Activities Resources
- After School Study and Homework Club

Payment of the student activity fee is essential to allow students to participate in all school activities. Non-payment of the full fee will result in your child not being insured and unable to fully participate in school events. If you have difficulty paying the student activity fee, please contact the principal to organise a personal payment plan.

Students' participation in extra-curricular and co-curricular activities such as matches, fieldtrips, tours etc. is dependent on positive behaviour in school. Students presenting with serious discipline issues will not be allowed participate in school activities.

All payments ***must be made online*** – we cannot accept cash payments this year. If you have any difficulty with this, please contact the school office.

## **FREQUENTLY ASKED QUESTIONS - WAY2PAY**

### **HOW DO I LOGIN FOR THE FIRST TIME?**

1. [www.way2pay.org](http://www.way2pay.org)
2. Click the Login button.
3. Enter your mobile number in international format, as both your username and password (for more information see below).e.g. 353871234567
4. You will be brought to the Change Password page, where you will have to choose your new password. For password format requirements please click the "[here](#)" button.

### **HOW DO I RESET MY PASSWORD?**

1. Click the Forgot Your Password link.

2. Enter your Username (typically your mobile no. in international format, for more information see below).
3. You will receive an sms with a link to reset your password. Click this.
4. Type in your username (as above).
5. Enter your new password. For password format requirements please click the "[here](#)" [button](#).
6. Confirm your new password and click 'Change Password'.

### **WHAT IS MY USERNAME?**

In most cases your username is your mobile phone number in standard international format e.g. 353851234567. Less frequently your username may be your email address. In this instance you will be sent an email with a password reset link.

### **I HAVE TRIED TO RESET MY PASSWORD BUT HAVE NOT RECEIVED AN SMS OR EMAIL?**

You should receive an sms or email within a few minutes of requesting a password reset link. If you don't receive one, you may not be registered on our system. You will know if you are registered if you have previously received a payment request sms from the school. Please note only one mobile phone number will receive a payment request sms per student and this is the number which must be used as a username to log in.

### **THE LAST 3 LETTERS OF MY SURNAME ARE NOT ACCEPTED**

Upon clicking a payment request link in an sms or email you will be prompted to enter the last 3 letters of your surname. This refers to the student's surname (if different from your own). The school may also spell your child's name in Irish or differently.

### **HOW DO I PAY A BILL?**

1. After logging in, select Pay Bills.
2. All outstanding bills will appear.
3. Enter the amount you wish to pay in the Balance box, alternatively do not enter anything if you wish to pay the full outstanding amount.
4. Click the + icon under Pay Now? to select the bill for payment.
5. The amount to be paid will display. Proceed if correct.

6. Click the two checkboxes (terms and conditions and permission for payment).
7. Click Pay By Card Online.
8. You will be brought to the secure payment gateway where you can enter your credit card details.
9. You will be notified when payment has been successful and will receive an sms notification.

### **HOW DO I VIEW MY PAYMENT HISTORY?**

1. Recent payments (the last 30 days) are displayed on the main dashboard.
2. Select My Payment History to view older payments.

### **WHAT PASSWORD CAN I USE?**

Your password must have the following:

- At least 7 characters.
- At least one CAPITAL LETTER
- At least one NUMBER

Also it cannot be similar to one you've previously used on the system.

**Looking forward to seeing you all at the end of August!**

**Have a lovely summer!**