



GENERAL INFORMATION

2022/2023

Davitt College
Castlebar

June 2022

SCHOOL TIMES

The first class begins at 8:55a.m. each morning. Students are advised to be in school no later than 8:45a.m. The school building is open to students from 8:15a.m. The school day is as follows:

Monday – Thursday	8:55a.m. – 3:45p.m
Friday	8:55a.m. – 1:10p.m.

In August 2022, like many post-primary schools, Davitt College will move to **1 hour (60 minute) classes**. There are a number of reasons for this step which include; reducing the number of transitions in the day, health and safety considerations, addressing developments in some curricula and allowing time for engagement in a varied provision of teaching and learning methodologies. This step will lead to a change in the frequency students will have timetabled classes but it will not compromise or reduce the recommended class contact time in any Junior or Senior Programme as recommended by the National Council for Curriculum and Assessment.

UNIFORM

The uniform is outlined below. Students are required to present to school in full uniform each and every day. There will be sanctions issued for breaches of the uniform code. Please note that changing rooms will most likely be in use again for P.E. classes. Therefore all students must present in full uniform every day. If P.E. is timetabled at 8:55a.m. students may wear P.E. uniform to school and change into school uniform after that class. Students must be neat and tidy in appearance. Inappropriate piercings and extreme hairstyles are not permitted. Please see Code of Behaviour.

P.E Uniform consists of black/navy track pants, white t-shirt and green hoodie.

Boys	Girls	P.E. (All students)
Green Jumper (with crest)	Green Jumper (with crest)	Davitt College P.E. Top (with crest)
Cream Shirt	Cream Shirt	White T-shirt
Black Formal Uniform Trousers	Black Formal Uniform Trousers Or Green/Navy Check Skirt with Dark Black Tights	Black Tracksuit bottoms
ALL Black Footwear <i>Can be canvas, leather or synthetic material without any colour other than black</i>	ALL Black Footwear <i>Can be canvas, leather or synthetic material without any colour other than black</i>	Appropriate Footwear <i>Waterproof/Water Resistant is advised</i>
Note: Black Uniform Trousers does NOT include <ul style="list-style-type: none">• Tracksuit bottoms, “skinny” tracksuit bottoms• Jeans, other casual black trouser• Leggings, Leggings with transparent/sheer panels• Any trouser bright in colour or navy		P.E. Tops may be ordered from Toymasterballina.ie under their clothing section or Prendergast’s Store and Fahey’s Store, Main Street, Castlebar at a cost of €29.99

STUDENT FEES

A number of fees are incurred by families at the beginning of the school year. These fees include; book rental fee, student support fee, insurance cover and locker fee.

Book Rental Fee:	<ul style="list-style-type: none"> ✓ We operate a Book Rental Scheme to help reduce the cost of books to Parents. ✓ We wish to inform you that in recent years, book publishers offer an e-book version of most school textbooks which is free to download. Further instructions on this are generally found on the inside cover of textbooks. This will aid reduce the weight of school bags. ✓ Books lost or not returned must be replaced or paid for.
Student Support Fee:	<ul style="list-style-type: none"> ✓ The fee covers class materials for Practical Subjects, covering of books, Physical Education/Sport, travel to educational outings, guest speakers, School Journals, photocopying and some extra-curricular activities. ✓ A contribution of €10 per student is included to cover Student Insurance costs. This will enable all students to be covered under the Personal Accident Insurance Scheme (details available). Note: Insurance Scheme provides 24 hour cover for 365 days. Claim Forms are available from Reception and online from ✓ It does not cover notes, work books, magazines, copies, special exam projects etc.
Locker Fee:	<ul style="list-style-type: none"> ✓ Lockers are available to rent to students if they wish to do so. There are strict guidelines which students must adhere to regarding the times they may attend their lockers.
N.B. As always in the case of financial difficulties, Parents/Guardians are advised to contact the school.	

Year Group	Book Rental Fee	Student Support Fee (incl. Insurance)	Locker Rental
Junior Cycle 1 st year	€100	€60	€20
2 nd year	€100	€60	€20
3 rd Year	€50	€60	€20
Senior Cycle - 5 th Year	€110	€60	€20
6 th Year	€50	€60	€20
Transition Year	€50	€200	€20
L.C.A. Year 1 & Year 2	€50	€60	€20
	<i>Note: A third member of a family attending Davitt College will be free and half fee is payable for fourth member</i>		

Please keep **Receipt** as evidence of payment. The **book rental and student support fee** payable by the first day of term in August/September. Payment can be made and is accepted electronically by using the **Way2Pay** online platform. **Way2Pay is a swift and convenient cashless payment solution, enabling parents to pay school bills by text instantly or pay online, with just a few simple clicks. Please see enclosed information leaflet relating to this method of payment.** Parents will be notified of the date when the Way2Pay platform is available.

ABSENTEEISM & ATTENDANCE

Under the Education Welfare Act Parents/Guardians are responsible for explaining absences in writing. All students should have, at least, 90% attendance unless medically excused. Schools are bound to report any student who **misses more than 20 days**, in the school year, to the National Education Welfare Board. Davitt College strongly discourages Parent(s)/Guardian(s) taking students out of school during term time to go on holidays.

LEAVING THE SCHOOL DURING THE DAY

For students leaving the school grounds during the school day to attend appointments, please see the attached note for the procedure to be followed regarding signing out by a Parent/Guardian or nominated adult. **It is imperative that a Parent/Guardian or nominated adult signs out a student who is under 18 years of age when leaving the school during the school day.**

VSWARE PARENT APP

The VSware Parent App is an app that provides Parents/Guardians with access to information relating to their son/daughters school progress and attendance records. Each parent is issued with a username and they can then set their own password by visiting www.davittcollege.vsware.ie. This app can be used for parents to inform the school of student absences or student appointments outside of school. The VSware Parent App is the primary method that the school will use to send school letters and information using the MAIL function. All Parents/Guardians are advised to download the App their mobile phones and turn on notifications.

SCHOOL JOURNAL

This is an essential means of communication between Parents and Teachers. All homework must be recorded in the school journal i.e. students must fill in their diary every day. **Parents should check the school journal daily and sign weekly.** Tutors will sign the journal weekly.

PERSONAL PROPERTY

The College authorities are not responsible for the personal property of students. The school strongly discourages students from bringing large sums of money and items of value to school. It is amazing the number of items that are left around the school and never claimed. Students should have their names on all items of clothing, books etc.

Bicycles should be locked at bicycle racks at rear of school. **Student's cars are not permitted to be parked on school grounds.**

LUNCH TIME

Supervision will be provided for students remaining in school at lunch time. A **canteen** service will be available which includes lunch options. Students are advised to bring a packed lunch and drink daily to school. Water refilling facilities will be in operation. 3rd, 4th, 5th and 6th year groups may leave the school grounds during lunchtime. First & Second Year Students must remain on the school grounds during their lunchtime. For those First & Second Year students living nearby who may wish to go home for their lunch, please see attached green form.

PASTORAL CARE

Each class is assigned a Teacher who acts as **Class Tutor** and takes a special interest in his/her class. This helps to provide students and Parents with an interested, caring service of guidance and help. Each year group is allocated one or more **Year Head** who co-ordinates the work of the Tutors and Teachers. Please be familiar with names of relevant Tutor/Year Heads.

PARENTS' VISITS TO THE SCHOOL

It is school policy that Parents, who wish to meet with school personnel, must arrange an **appointment** with the school secretary prior to attending the school. Parents or visitors to the school **must always report to Reception**.

HEALTH & CONTACT PHONE NUMBERS

Please ensure that you keep the school updated with regard to any change in your son's/daughter's health. **Any student with a serious medical condition should have a completed "Health Care Plan" returned to the school with all relevant details.**

It is **imperative** that the school can contact Parents/Guardians during the school day if an emergency arises. **Please ensure you have provided us with your most up to date contact details for all Parents/Guardians as well as contact details for a NOMINATED EMERGENCY CONTACT.**

PARENT-TEACHER MEETINGS

Details for the format of Parent Teacher Meetings will be confirmed at a later date.

PARENTS' COUNCIL

Our Parents' Council invites **new members** to join them and to become actively involved in school affairs.

HOMEWORK

Each student is expected to undertake all homework assignments given by Teachers and to spend time revising class work. The time will vary depending on year. **Journals** are issued to all students and we expect Parents and Tutors to **sign** Journals each week. As mentioned, students are to fill in their diaries every day. Teachers/Tutors/Year Heads will advise students on amount of time that should be allocated to study depending on programme the student is following.

CODE OF DISCIPLINE & BEHAVIOUR

Please read carefully the **Code of Behaviour** (a copy is issued to each family on enrolment and a synopsis of the Code is printed in the Student Journal). Parents and students will be requested to sign an acceptance of the Code of Behaviour on enrolment.

MOBILE PHONES

The use of Mobile Phones is banned in the school building during the school day unless under the supervision of a teacher during class time.

Phones switched on will be confiscated and returned to the student at the end of the day. If repeat offences occur a confiscated phone must be collected by a Parent / Guardian.

GENERAL MEETINGS

General Meetings for Parents are held whenever necessary or for specific purposes e.g. Information Evenings. A Partnership Meeting for all First Year Parents is expected to be held in late September to determine how the transition from Primary to Post-Primary school has been for each student. A Partnership Meeting for all Fifth Year Parents will be held in October to advise Parents and students of Senior Cycle requirements. In light of Covid-19 restrictions, it is expected that these meetings may be held online.

SUPERVISED STUDY

The school endeavours to provide Supervised Study to students. However, as this provision is largely self-financing the ability to provide it is influenced by the level of interest and uptake by students. Exam students (3rd and 6th year) as well as 5th year students are encouraged to avail of this. Further information will be available in the new school year.

DETENTION

As part of the School's Disciplinary Policy, **Lunch Time and After-School Detention** will be in operation. Attendance at the detention periods for low to mid-level offences is taken very seriously in Davitt College and failure to present to assigned detentions can lead to very serious sanctions including suspension from school.

CHEWING GUM

Chewing Gum is not allowed in the school at any time because of the damage it causes to school property. Its misuse and wrongful disposal, poses a high risk with regard to safety and hygiene, particularly in light of living with Covid-19.

SMOKING

SMOKING IS FORBIDDEN BY LAW IN SECOND LEVEL SCHOOLS. THIS INCLUDES SCHOOL GROUNDS.

SCHOOL POLICIES

School Policies are available at www.davittcollege.com/policies

GENERAL

It is very important that every student is happy and feels secure at Davitt College and has a good relationship with Teachers and fellow students. This creates the proper environment for a student's personal development. Parent-Teacher Meetings are one way of fostering the link between home and school. However, if your son/daughter is under undue pressure at school or has problems at home, please do not wait for a Parent-Teacher meeting to discuss the situation, contact the school immediately and we will make every effort to help you with overcoming the problem.

Conor O'Reilly

(Principal)