

Luttrellstown Community College

Parent / Guardian Handbook

Lámhleabhar an Tuismitheora / Caomhnóra



2021 - 2022

"We are united in our diversity to educate, integrate and facilitate excellence in the modern world for a better future"

Introduction & Ethos & Core Values / Réamhrá agus Croiluchanna

Luttrellstown Community College (LCC) is a co-educational multi belief post-primary school. The college operates under the patronage of Dublin and Dún Laoghaire Education and Training Board (DDLETB).

LCC will promote a happy and caring school climate where pupils are encouraged and supported to reach their full potential. The emphasis will be placed on quality teaching and learning, positive behaviour and the pursuit of standards of excellence in all areas of school activities. Our philosophy is based on respect, tolerance and understanding while appreciating the diversity of our changing world.

Please Note that all reference in this document to Luttrellstown Community College (LCC) is inclusive of LCC mainstream school, our ASD Centre – Laochra and Coláiste na Tulchann - our Aonad Lán-Ghaeilge.

Mission Statement / Ráiteas Misin

Our core mission centres around the following statement;

Luttrellstown Community College will promote the development of the whole person.

It's aim will be to create, with the assistance of parents, responsible citizens.

The development of the whole person will be based on personal responsibility, inter-dependence, respect for people and respect for property.

The College will seek to cultivate integrity, the necessary skills for life, value discipline and punctuality and facilitate the best in the academic and non-academic areas. The Board of Management will seek to inculcate a value for culture, traditions, and religious beliefs and will seek to be a caring and compassionate community where justice and truth will be central elements.



Calendar / Féilire

This will be available on the school website from June 2021. Parents/Guardians will be alerted to this. School website can be found at <https://www.luttrellstowncc.ie>

Please check our website www.luttrellstowncc.ie for an update on any calendar changes.

PLEASE NOTE THERE WILL BE A ONE DAY SCHOOL CLOSURE BETWEEN NOV 2021 – MARCH 2022 TO FACILITATE WHOLE SCHOOL IN SERVICE FOR NEW JUNIOR CYCLE. YOU WILL BE NOTIFIED RE THIS ONCE THE DATE IS FINALISED.

Appointments with staff / Coinne leis an bhfoireann

Any queries regarding individual subjects can be taken up with the subject teacher. The Caoimhnóir /Yearhead acts as a vital link between home and school and should be consulted by parents. The Caoimhnóir/Yearhead has an overview of the students' progress and welfare and is available for meetings by **APPOINTMENT ONLY**.

PRINCIPAL / DEPUTY PRINCIPAL, YEARHEADS, TUTORS, CLASS TEACHERS
are available by **APPOINTMENT ONLY**.

Induction Week 2021 – For our new First Year Pupils Seachtain Ionductaithe 2021 do lucht na Chéad Bhliana

Luttrellstown Community College places extensive emphasis on providing the very best to new pupils at the college, as it is clear from research carried out that pupils succeed more when they have made the transition from primary school to post-primary as easily as possible.

Our programme will support pupils in this transition. It is also important that the induction is discussed at home each evening.

The Luttrellstown Community College Induction will include:

- Getting to know you sessions.
- How to understand/read your timetable.
- The flow of the school day.
- Extra-curricular activities – if and when safe to return to such activities
- Using the iPad for education.
- Using Apps.
- Class/school expectations
- Code of Behaviour/ Acceptable User Policy (AUP)/ Anti Bullying Policy
- Restorative Practice.

Checklist - First Day at School Seicliosta - Céad lá ar Scoil

The date for commencement for 1st Yrs 2021/2022 is yet to be finalised but will be shared on the final school calendar in the coming weeks.

What you need on the First Day / Ag Teastáil Don Chéad Lá

Please ensure that your child brings the following on the first day:

- ✓ Students are asked to be in full official college uniform
- ✓ Notepad / Copy
- ✓ School iPad
- ✓ Pen / Pencil
- ✓ Snack / Water

More information/ Tuilleadh Eolais

General Information/ Eolas Ginearálta

Our College website is updated regularly with news regarding the College's activities. It also contains a comprehensive level of information for parents/guardians including school times, the school holidays for 2021/2022 as well as social media.

You can refer to the website anytime and we would encourage you to do so. We would also encourage you to sign up to the School App to receive instant and up to date notifications (*we will prompt you to do this in the coming weeks*). If you would like to recommend any improvements that would benefit users, please contact the College by email.

Office Hours & School Entrance / Uaireanta Oifige agus Cead Isteach

Telephone 01 8228060

Office Administrators Tina Donohoe, Deirdre Tyrrell and Linda Keenan.

Office Opening Times The school office will be open from 9.00am - 3.30pm Monday to Thursday and 9.00am - 1pm on Fridays. Outside of these hours visits are by appointment only. Please direct queries outside of office hours to info@luttrellstowncc.ie or leave a voicemail and we will return your call the following school day.

College Websites www.luttrellstowncc.ie www.colaistenatulchann.ie

College Email info.luttrellstowncc@ddletb.ie

Parents/guardians will **not** be permitted access to Luttrellstown CC unless they are accompanied by a member of staff. This is to adhere to Child Protection Guidelines.

Sunday Night Routine / Nós an Domhnaigh

Luttrellstown Community College strives for high standards in all aspects of the school organisation. We aim to develop independent and reflective learners and to prepare students for lifelong learning. Consequently, we expect students to present for school each Monday fully prepared for the week of learning ahead of them. Therefore, the Sunday night routine is **extremely important** and will stand all students in good stead in the future.

This routine includes:

- ✓ Getting to bed early
- ✓ Laying out their full school uniform for the morning (fully cleaned and ironed)
- ✓ Cleaning/shining/polishing shoes
- ✓ Checking that all homework has been completed and signing the journal
- ✓ Packing all equipment/learning resources/ books needed for Monday e.g. P.E. uniform
- ✓ Healthy Lunch & snacks prepared for the morning with a bottle of water
- ✓ Alarm clock set in plenty of time
- ✓ Fully charged iPad

This routine should be mirrored every other school night as well, but an extra effort should be made on Sunday evenings to get the students week off to a good start. We would also advise that any weekend homework should be completed on Friday evenings. For this routine to be successful, it must be supported by the family and be part of the family routine. We encourage all parents/guardians check student journals regularly and sign the journal weekly.

Payments / Íocaíochtaí

Please Note Only **payments ONLINE** are accepted. €125 per student for school administration.

This fee is to cover the cost of:

- Student's Journal/ Photocopying/Printing
- Tests/House Exam Paper/ Guest Speaker Expenses
- Student insurance/ Texting & Phone Calls
- Games & Sport/Extra Curricular Activities
- Lockers & Locks

Catering & Canteen Facilities / Áiseanna Lónadóireachta

All 1st yr students will remain on school premises for all breaks and lunch. No nuts or products containing nuts are to be brought into school as we have a number of students with severe nut allergies. We thank you for your co-operation in this matter.

A pre pay online booking system is in place for the student canteen. Prior to the start of school a canteen menu and instructions on the booking system will be shared with all students.

Lockers / Taisceadáin

The school admin. fee includes locker rental. Combination locks will be used preventing lost keys/cutting padlocks and reduced maintenance time. On the first day pupils will be provided with lockers which are located in the corridors. Rules and guidelines relating to lockers will be explained to pupils on their first day. **(PLEASE NOTE LOCKERS WILL NOT BE IN USE WHILE COVID 19 GUIDELINES ARE IN PLACE)**

Student Journal / Dialann Scoile an Dalta

a. Students must place their journals on their desk at the beginning of class.

Journals are used for the following:

- Taking written messages from parents/guardians to any teacher, or from any teacher to parents/guardians.
 - Writing in homework given and ticking off each item as it is completed.
 - Writing in anything which must be remembered for school e.g.: PE gear / equipment / money etc.
 - To present for late stamp/absence notes etc.
- b. Parents/guardians should sign this journal in the allotted space weekly and parents are expected to monitor this journal throughout the year. **Parents/Guardians are required to sign the journal every weekend and each time that a comment has been made by a teacher. If the journal can be checked every evening we would encourage that.**
- c. Each student must have their own journal in his/her possession for all classes and it may be checked at any time.
- d. Students must take good care of their journals and keep them clean, free from graffiti and up to date. They must not interfere with any other student's journal or tear pages from their own or other students' journals.
- e. Parents/guardians should bring the journal with them to parent-teacher meetings and on any visits to teachers, or the school.
- f. Teachers may write comments in a student's journal. Parents/Guardians should acknowledge comments with a signature and if support is needed regarding a behaviour/issue we would ask you to assist the teachers in setting targets to get students back on track.
- g. An accumulation of negative comments by teachers will lead to the student concerned being referred to his/her Tutor / Caomhnóir / Priomhoide Tánaisteach / Priomhoide.
- h. Please check journals regularly for teacher comments/ lates/ notes / detentions.

A lost or misplaced journal will merit an immediate replacement.

Replacement journals will cost €11.

Students' Personal Property / Sealúchas Pearsanta an Dalta

Students must take responsibility for their own personal property. All copies, uniform, etc, should be clearly marked with student's name and class. Bicycles are left in school at the student's own risk, and must be securely locked in the bike sheds. The school cannot accept responsibility for items lost or stolen. Under no circumstances should money or valuable items be left unattended in a schoolbag, coat or classroom. The use of Electric scooters is not permitted on the college campus.

Extra-Curricular Activities / Imeachtaí Seach-churaclaim

A schedule of all of the College's extra-curricular activities (detailing days, times, teachers involved) will be available on the college noticeboard at the start of the school year. Extra-curricular activities present wonderful opportunities to our young people that help to develop them physically and socially. **(Updates regarding extra curricular activities will follow at the start of the school year depending on covid 19 govt guidelines)**

Attendance & Punctuality / Tinreamh agus Poncúlacht

- ▶ The school must be informed of any reason(s) for absenteeism (Education Welfare Act 2000, Section 18).
- ▶ Parents/Guardians are obliged to provide the school in writing, by email or note, with a reason for absenteeism. All students should have a note explaining an absence upon their return to school. All notes should be given to the class tutor.
- ▶ It is the duty of the Principal/ Príomhoide to inform the Education Welfare Officer in writing of any student who misses 20 days or more within one school year. The school will send notices re number of absences. These letters are to serve as reminders, and once the 20 day threshold is reached the EWO will be notified (This is a legal requirement for schools).
- ▶ Every student is expected to attend school and each class on time. **A student who enters the school after class tutorial time will be deemed late.** It is the responsibility of the students to ensure their attendance is recorded each morning.
- ▶ 1 unexplained late = 30 min detention on a Friday / 2 unexplained lates= 1hr detention on a Friday. This is cumulative with every unexplained late = 30 min detention on a Fri. after school.
- ▶ Students are **not permitted** to leave the school premises during the school day unless they have a note signed by a parent/guardian + tutor and sign out at the school office.

Current Weekly Schedule / Sceideal na Seachtaine

Time - AM	Monday Luan	Tuesday Máirt	Wednesday Céadaoin	Thursday Déardaoin	Friday Aoine
8.30 - 8.40	Tutorial	Tutorial	Tutorial	Tutorial	8.30 start
8.40 - 9.20					
9.20 - 10.00					
10.00 - 10.10	Break / Sos				
10.10 - 10.50					
10.50 - 11.30					
11.30 - 12.10					12 Finish
12.10 - 12.50	Lunch / Lón				
12.50 - 1.30					Total Hrs. Class Contact: 28.0 Hours per week
1.30 - 2.10					
2.10 - 2.50					
2.50 - 3.30					

Curriculum / An Curaclam 2021/2022

Students in 1st Yr will study 9 subjects

1	Irish - core
2	English - core
3	Maths - core
4	Science - core
5	Language - Spanish/French /German core (choose 1)
7	Geography - core
8	History - core
9 OPTIONS* Students pick 2	Art* Wood Technology Engineering Graphics* Applied Technology Home Economics* Business Studies * Music
	CSPE - Well Being
	SPHE - Well Being
	PE-Well Being
	Religious Education - core
	Short Course – Coding/Chinese/ Philosophy (TO BE CONFIRMED)

*Roghanna CnT options

Communicating with the College / Teagmháil leis an gColáiste

We encourage you to contact the College regarding any matter that concerns your child. The school is a busy place and a Tutor system exists to enable effective management of all pupils. Parents/Guardians can telephone / email the reception staff to arrange for a Teacher, Caomhnóir, Tutor, or the Deputy Principal to contact you at the earliest opportunity.

Please note if arriving in person at the school, **OFFICE HOURS ARE** 9.00am - 3.30pm Monday to Thursday and 9.00am - 1pm on Fridays.

If you wish to contact the school outside of these times, please phone or email. Meetings with the Principal/ Deputy Principal will only take place if an appointment has been scheduled.

Please refer to the following table if you wish to contact the College:

Item	Information Required	Relevant Personnel
1	<ul style="list-style-type: none">Academic performance in a particular subjectHomeworkGeneral behaviourAssessment results/performance in a particular subject	Subject Teacher
2	<ul style="list-style-type: none">Notes regarding absenceGeneral behaviourAcademic performanceHomework	Tutor/SAEN CO Ordinator (SAENCO)
3	<ul style="list-style-type: none">In-Term Report RequestPrivate/Confidential information regarding your childExplanation of pro-longed absenceMatters of a sensitive nature	Tutor/SANCO/ Caomhnóir/ Deputy Principal
4	<ul style="list-style-type: none">Request for CounsellingGuidance supportAdvice on emotional supports for pupils	Guidance Counsellor Caomhnóir Deputy Principal Principal
6	<ul style="list-style-type: none">General QueriesPayments/Expenses	School Admin Office

- ix. If you would like to speak with any staff member you must call the college to arrange a meeting. **It may not be possible to meet a member of staff without an appointment.**
- x. We ask that you please use the Luttrellstown Community College number instead of pupils' mobile phones for passing on urgent messages. **(Mobiles must be switched off and in the student's locker).** The school accepts no responsibility for lost or stolen phone/ electronic devices. Students using phones/ electronic devices on the premises will have them confiscated and parents/guardians will be contacted.
- xi. If your child has an appointment, (dentist, etc.) please inform the college through email or by sending in a note with your child in their journal and then they may be signed out.

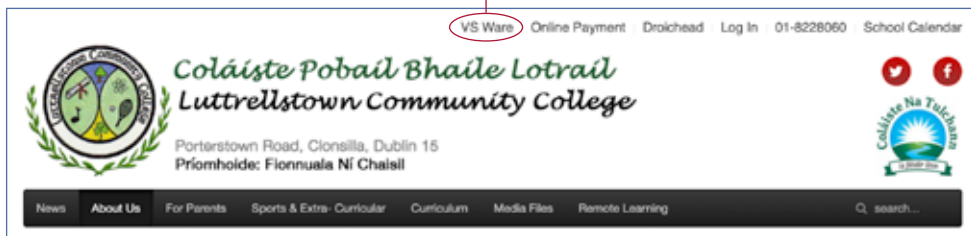
VShare

Introduction to using VShare

Each parent will receive login details for your child's account on VShare once the academic year begins. Please keep these details safe. Access to vshare provides you with live, powerful data about your child's timetable, reports and attendance at Luttrellstown Community College. The parental view is designed to give you the most direct information about your child's academic development and performance. Parents can view the reports of various terms and compare results in bar-chart format to gauge progress and trends.

To access VShare

Click onto www.luttrellstowncc.ie & Choose **VShare** at the top of the page
Or go to <https://luttrellstowncc.vshare.ie>



How to Access VS

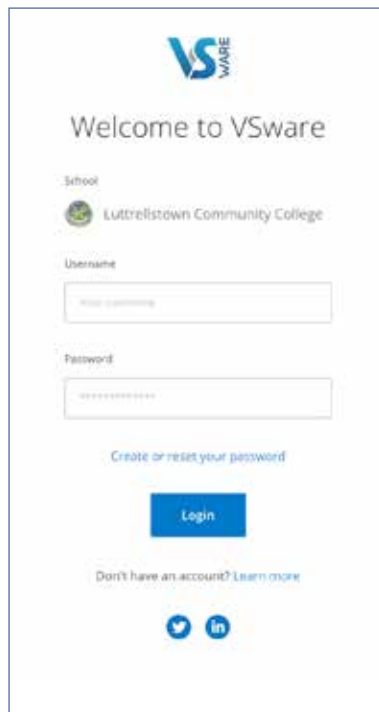
1. Click on the VShare link on the Luttrellstown Community College website
2. Log-in using the username provided
3. If you have lost this information, please email info.luttrellstowncc@ddletb.ie

Student Details

This holds basic information on your child such as Name, Tutor Group, Address, Home Contact, Doctor's name and telephone number. If you notice that any of this information is incorrect, please contact the school so we can update our records appropriately.

Reports

The Reports section provides you with an electronic copy of any school reports. As a digital school, we will not be mailing out school reports, unless we are specifically requested to do so. This will include copies of the Student Progress Report and when the time comes, Junior Certificate Profile of Achievement/ Leaving Certificate examination results. If you press on the 'more' button in this section, you will see the full list of reports that exist for your child.



Timetable

The front-page view of the timetable shows your child's timetable for the present day. A Red horizontal line moves down through the day in accordance with the time, so you can see which class your child is in.

Attendance

VShare tracks a student's main roll call attendance, and lesson-by-lesson attendance. This enables you to track your child's attendance in individual subjects. Trends can be identified against individual students, a class group, or an entire year. You can also track lates and absences in a graphical user friendly manner.

Luttrellstown Community College Uniform / Éide Scoile

Our college uniform was designed and manufactured to represent a fashionable, smart and elegant look for our students. Our logo is attached to our ethos and acts as an attractive brand, which our pupils will grow to represent and be proud of. We place considerable emphasis on our identity, school uniform and sports uniform. The school uniform is checked each morning.

The 2 uniform providers are Grants and Leddy Uniforms. Updated information is available on the school website.

(Please note, Leddy only supply LCC school uniform for LCC). Grants supply all items required (School & PE Uniform) and CnT uniform.

Availability of School Uniform & Sports Uniform / Soláthróirí Éide Scoile

Grants	01 6791626	7-8 Manor Street, Stoneybatter, Dublin 7 Grantsclothing.ie	Supplies LCC & CnT school and PE uniforms
Leddy Uniforms	01 8235466	3 St. Brigids S/C, Main Street, Blanchardstown, Dublin 15, Leddyuniforms.com	Only supplies LCC school Uniform

Links to website for uniform price lists ([HERE](#)) or under the Admissions & Booklist menu on the school website.

Sports Uniform / Éide Spóirt

The Sports uniform is a very important feature of the school's uniform. The sports uniform is worn for PE and possible day-trips or excursions that take place, depending on the trip.

ONLY THE SCHOOL OFFICIAL TRACKSUIT AND T-SHIRT ARE ACCEPTED.

For safety reasons students must wear proper runners with the tracksuit, on days they have PE. It is not permitted to wear canvas, slipper type shoes for games and PE.

Physical Education

All pupils will have time for Physical Education each week. Pupils who forget their uniform will receive a message home and will be expected to take part in PE in some capacity.

Pastoral approach in our College /Cúram Tréadach sa Choláiste

Luttrellstown Community College realises its core aims and goals through a variety of means, none more important than our pastoral care approach. We understand Pastoral Care as an approach to education, which endeavours to value and develop each member of the school community. It promotes learning and development at every level of the student. This approach defines the nature of our pastoral care provision. Each member of the school community has access to the relevant pastoral structures and procedures; each is also invited to play their part in contributing to the pastoral ethos of our school community. More than anything else, we seek to nurture positive relationships as the core resource in developing a pastoral approach.

Pastoral roles: definitions and responsibilities

At the centre of our pastoral framework are the pastoral roles of class teacher, tutor, year head, deputy principal and principal. We also recognise that other key roles in the school carry significant pastoral dimensions and responsibilities – such as learning support, resource teachers and special needs assistants.

The role of the tutor is detailed below.

Tutor

- Has responsibility for his/her group
- Develops a close working relationship with his/her group and will highlight pastoral care needs
- Meets their group every morning
- Monitors attendance / punctuality / uniform / school journal
- Plays a major part in the induction programme
- Has access to the relevant information on the students in their class
- Liaises with parents/guardians and the records of such correspondence will be forwarded to deputy principal
- Monitors progress and behaviour of the group and will liaise with the year head/ deputy principal regarding concerns
- Monitors academic progress of students to identify underachievers/over achievers and forward information to SANCO if required
- Has a clear role in the implementation of the Code of Behaviour
- When necessary, attends meeting of the 1st year care team
- Maintain student records – attendance, punctuality, academic progress and correspondence
- Liaise with parents in relation to student attendance, punctuality, discipline and additional learning opportunities.

Pastoral Procedures

The College has a number of procedures with pastoral implications. In the area of information handling, we are committed to respectfully and sensitively dealing with how information is received, shared, stored and accessed under new GDPR regulation. (See Data Protection Policy on the school website or available from the office on request)

Another area of relevance is the relationship of Luttrellstown Community College with the parent/guardian. Luttrellstown Community College aims to work in partnership with parents/guardians to achieve the optimum quality of relationship – this requires respect, listening, upholding the principles of natural justice, patience, and willingness to reach consensus with creativity, cooperation, and generosity.

Restorative Practice (RP)

Encouraging positive behaviour and promoting a culture of learning & personal responsibility and accountability through reflection in LCC

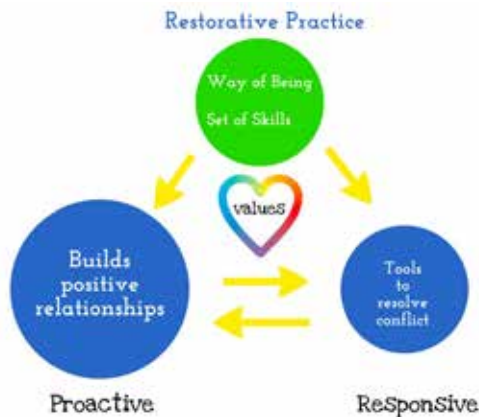
RP is about building and maintaining healthy relationships. At the heart of RP are the restorative values, such as respect and empathy. As values are something that we take with us all day every day, RP is a way of being that guides how we share and listen to others all day every day. An RP approach in LCC helps to both prevent and resolve difficulties in an emotionally healthy way. Using strategies such as restorative questioning and circle work, it facilitates opportunities for individual and collective reflection for maintaining a harmonious and collaborative learning environment.

LCC supports the use of a RP approach whenever possible: enhancing the potential for personal growth and social learning within our school context. RP also provides a framework for developing self awareness and the valuable life skill of managing personal relations.




Our ultimate aim is to help our students cultivate skills and dispositions that improve relationships, communications and wellbeing. Our goal is to help our students to flourish through their time here in LCC.



(M.Stowe)



Luttrellstown Community College Behaviour for Learning Expectations are in line with our core values of Honesty, Respect & Responsibility.

Expectation	Be Ready 	Be Respectful & Honest 	Be Safe 
Mindset	Give everything 100% and remember to have the following mindset: 'I can..... I just can't do it YET and I am ready to get 'stuck' and develop my perseverance.	Treat others as I would like to be treated.	Take responsibility for yourself and your actions. No excuses!
Classroom	Sit in you assigned seat with your journal on the desk and class materials ready. Have a positive attitude and try your best. Have your HW completed to the best of your ability. Journal on desk and iPad charged and face down on the desk. Start introduction task on the board.	Use respectful language for example say please and thank you and do not curse. Follow instructions first time. Allow everyone to learn. Only use the iPad as instructed by your teacher. Be aware of your Inside/ Outside voice. Hand up if you need to speak during the lesson.	Follow instructions first time. Only use the iPad as instructed by your teacher. Water bottles in the school bag. Sit in your chair and circulate materials, for example books, in a safe manner.
School Building & Grounds	Attend school every day, on time and with all equipment. Go directly to class according to your timetable. Be aware of your Inside/ Outside voice.	Be mindful of others and their personal space. Move safely following the one way system. Use respectful language for example say please and thank you and do not curse. Keep your school clean and tidy. Enter/Exit school grounds in a kind manner.	Walk calmly up and down the stairs/corridors (one way system). Keep yours hands and feet to yourself. Line up in single file outside classroom if waiting for a teacher. Direct visitors to the office. Only eat healthy food/no chewing gum/banned.
Lockers	Use at designated times only. Organise your locker so you can find what you need easily. Coat and phone in locker.	Keep area tidy. Use bins provided. Mobile phones and all other smart devices turned off in the locker.	Ensure your locker is locked and keep locker doors free from items. Be careful of other students when opening and closing your locker.
Toilets	Get permission. Go directly there and back.	Ensure to keep the toilets clean.	Wash your hands. Use the bins.
School Trips	Have permission slip signed. Have all necessary gear and equipment.	Take pride in representing your school well.	Follow instructions first time. Take care on roads etc. If cycling please wear and helmet and have a hi vis vest. Leave iPad at home/school unless instructed.

Luttrellstown CC Code of Behaviour / Cód Iompair

The document covers the following headings

- Class Code of Positive Behaviour
- School Uniform
- Personal Safety
- Personal property and the School Environment
- Attendance and Punctuality
- Internet Access
- Rewards and Sanctions
- Roles and Responsibilities of Various Parties
- Criteria for success
- Monitoring

Please refer to full document on the school website – [HERE](#) or under the School Policies Tab

At LCC Positive behaviour for learning is underpinned by:

- Respectful relationships.
- High quality lesson planning.
- Positive reinforcement and celebrations/affirmations of students making an effort to meet expectations.

Student Referral: Positive behaviour for learning is everyone's responsibility and we must work together to ensure a consistent school approach. Students can be referred to the class tutor/Caomhnóir when classroom teacher has exhausted all agreed behaviour strategies with a student and no improvements have been made in behaviour.

Punctuality: All students are expected to be in school and ready to learn by 8.30AM. Students must ensure to get a late stamp in their journal in the GP area on arrival to school. Students will not be permitted to class unless they have a late stamp. Unexplained lates will result in after school detention on a Friday.

Mobile Phones: All mobile phone and all electronic devices under 7" must be turned off and placed in the student locker/ school bag for the duration of the school day. The school accepts no responsibility for lost or stolen mobile devices on the school premises.

iPad Usage

- Only managed iPads are permitted for learning in school.
- All iPads must have the school management system installed. This must not be tampered with or removed. Students who do remove this software are liable to a fee to have it re installed by wriggle. They will not be able to use their ipad while this installation is pending.
- iPads must remain face down on the desk unless instructed by the teacher to avoid any issues arising from Air drop, camera usage, messaging etc .
- The camera on the iPad must only be used under teacher instruction. There should be no pictures of other students/ staff on devices unless with prior consent from a staff member/student.

Misuse of Electronic Devices

1. The device will be taken until the end of the day and the incident recorded in the student journal and on Vsware.
2. If the device is misused again within a one week period it may be taken for a longer period of time and parents/guardians will be contacted.
3. If the device is misused a third time in a one week period Parents/Guardians will be asked to collect it from the Tutor/ Year Head/Deputy Principal.

Uniform Guidelines / Treoirilinte don Éide Scoile

Luttrellstown Community College places importance on the wearing of the school uniform as it identifies each student as a member of our school. The school uniform creates a sense of equality among the student body. Correct wearing of the school uniform requires the full co-operation of students, parents/guardians and the school. Students should wear the school uniform with dignity and pride and to be aware that, when in uniform they represent not just themselves but the whole school community.

This uniform code will be implemented in the context of our Code of Behaviour.

- Every student is expected to present themselves in full uniform every day and it will be checked every morning on entry to the school and during Tutor Time.
- The school uniform must be worn travelling to and from school and at all school functions.
- The uniform should be kept clean and neat and worn respectfully.
- Students should change out of their school uniform as soon as they get home in the evening to preserve the quality of the uniform.
- Students should maintain high standards of personal hygiene at all times.
- Only items purchased from the college suppliers will be accepted as appropriate- no other items may be substituted
- All students are required to wear full uniform when representing the school on school trips/ activities. Any student who does not present in the appropriate uniform will not be permitted to represent the school or go on the school trip/outing.
- On occasion, the P.E. uniform may be permitted for sporting/extra-curricular outings. Parents will be informed in advance when this is deemed necessary. Once again, students who are not dressed in the appropriate school P.E. uniform will not be permitted to travel.
- The wearing of the hijab for religious reasons is permitted but it must be made of flame retardant material for safety reasons.
- If a student comes to school with a uniform item missing, he/she will receive a note in their journal, which must be signed by a parent/guardian for the following day. This must be presented to the tutor before class the next morning.
- Students may not wear the school or any other tracksuit bottoms outside of P.E. class. They can only be worn when a medical certificate is supplied from a doctor specifically stating that the student has no option but to wear them.
- Continued refusal to comply with the dress code of the school may warrant a student being sent home until they are willing to comply.
- Students wearing the Luttrellstown Community College uniform represent the school to the wider community. Their behaviour outside school must never bring the school into disrepute.
- Parent(s)/Guardian(s) will be contacted if there is an ongoing difficulty regarding uniform
- Parents/Guardians are requested to mark each items of the uniform with the student's name.
- Parents/Guardians must replace any lost items of the uniform promptly.
- Facial piercing(s) are not permitted.
- The wearing of Make-up is limited to light and discreet foundation only. Eye make-up is not acceptable during the school day
- Students may be asked to remove jewellery (chains, bracelets) for health & safety reasons especially in practical subjects. For this reason, it is advised they leave these items at home.
- Student hairstyles must be kept clean, neat and discreet. Hair colours must be within the natural range of hair colours. Shaved heads are not allowed. Designs shaved in to the hair are not allowed.
- The school reserves the right to decide whether a hairstyle is acceptable or not.
- Students are not allowed to wear coloured nail varnish or fake nails for health and safety reasons.

If any parent/guardian wishes to speak in confidence about a difficulty regarding uniform, please contact the tutor.

PLEASE LABEL ALL ITEMS OF THE UNIFORM WITH THE STUDENTS NAME AS THE SCHOOL WILL NOT TAKE RESPONSIBILITY FOR ITEMS LOST OR STOLEN. ITEMS SHOULD BE LABELLED AND LOCKED IN STUDENT LOCKERS/ KEPT IN STUDENT SCHOOLBAGS.

Important Notes:

It is imperative that all students comply fully with our uniform code. On the occurrence of an isolated incident where a student is unable to wear their correct uniform, parents/guardians should write an explanatory note in the school journal and the tutor will sign this note. The student should present this note to their tutor before morning assembly.

Healthy Eating Guidelines / Itheachán Sláintiúil

Aim:

Luttrellstown Community College aims to promote healthy eating throughout the school community with a view to maintaining good health and to optimise the learning experience for all.

Objectives:

- ✓ To develop an awareness of the importance of healthy eating.
- ✓ To continue healthy eating patterns established in primary school for lifelong good health.
- ✓ To increase energy and concentration levels and so enhance learning.

Guidelines for a healthy lunch:

Try to eat a balanced lunch. Have at least one serving from each of our four food groups.

- Carbohydrates
- Dairy
- Fruit & Vegetables
- Meat/Fish/Eggs
- Water, milk, unsweetened juice and soups are healthy drink choices. Soft / Fizzy / Isotonic drinks are not encouraged.
- Foods high in sugar and/or fat are not suitable as a healthy lunch such as crisps, sweets, biscuits, cakes and chocolate bars and are not encouraged.
- Healthy alternative snacks, which are encouraged, include popcorn, fruit, cereal bars, yoghurt, crackers, dried fruit

No nuts or products containing nuts as we have several students with severe nut allergies.

- Chewing gum is strictly prohibited on the grounds of LCC

The school encourages students to consume healthy foods and drinks and the following items are not encouraged during the school day or on school premises:

- Fizzy drinks including isotonic and energy drinks e.g. Red Bull, Powerade, BPM, Lucozade/Sport, Monster etc
- Chewing Gum /Fast food / Crisps

Other provisions of the policy:

- Healthy Eating Lessons are provided in SPHE classes
- Parents/Guardians of any child with a medical condition/allergy which requires a special diet should contact the school

Internet Acceptable Usage Policy (AUP)- iPad usage

Polasaí Úsáide Inghlactha don iPad

Our priority in Luttrellstown Community College is to ensure a safe, positive, supportive and optimal educational environment for all. The aim of this Acceptable Use Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. It is provided for educational purposes only. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions (as outlined in the AUP) will be imposed. Before signing, the AUP should be read carefully to ensure that the conditions of use are understood and accepted. (full policy available on the school website [HERE](#) or under the Policies menu on the school website.

iPad Usage in Class

Further to the already existing policies of GCC, I pledge the following, in relation to iPad use:

- I will use my iPad for learning.
- I will take good care of my iPad and I will leave my case on at all times.
- I will never leave the iPad unattended.
- I will never lend my iPad to others.
- I will know where my iPad is at all times.
- I will charge my iPad battery every night.
- I will keep food and drinks away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it whilst it is in a case.
- I will use my iPad in ways that are appropriate and will not download/access social media sites.
- I will adhere to iPad 'On-desk' guidance (iPads are to be placed flat on desk during class lessons unless otherwise advised by class teacher).
- I understand that the iPad is primarily an EDUCATIONAL tool. Therefore, I will only download apps that have been pre-approved by class teacher/tutor only with class teacher/tutor permission.
- I will not interfere with 'Wriggle' device management software, operating system, or any network settings.
- I understand that my iPad/ my files are subject to inspection at any time.
- I will only photograph people with their permission. Any recording of fellow pupils/staff is expressly forbidden unless under teacher direction and supervision
- I will only use the camera or the microphone when my teacher tells me to.
- I will never share any images or movies of people in a public space on the Internet, unless I am asked to do so by my teacher.
- I will only use the specific email/cloud account to which I have been assigned.
- I will not use my iPad to distract or disrupt my learning or that of others.
- I will tell a teacher immediately if I see anything I am unhappy with or if I receive messages I do not like.
- I understand that if I break these rules, I may not be allowed to use my iPad, school computers or the internet.

The school may exercise its right to monitor the use of the school's electronic devices including iPads, access to websites, the interception of email and the deleting of inappropriate materials where it believes unauthorised use of the school's system is or may be taking place, or the system is or may be being used for harmful or criminal purposes or for storing harmful, unauthorised or unlawful text or imagery.

Schools Strategy

Luttrellstown Community College will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet.

These strategies are as follows:

AUP & LCC School's Strategy

LCC will employ several strategies to maximize learning opportunities and reduce risks associated with the Internet.

These strategies are as follows:

World Wide Web	<ul style="list-style-type: none"> ✓ Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials ✓ Students will report accidental accessing of inappropriate materials in accordance with school procedures ✓ Students will use the Internet for educational purposes only ✓ Students will consider copyright issues relating to online learning/resources/content ✓ Students will never disclose or publicise personal information ✓ Students will be aware that any usage, including distributing or receiving information, school related or personal, may be monitored for unusual activity, security and/or network management issues ✓ Students will not download material or images not relevant to their studies
G Suite	<ul style="list-style-type: none"> ✓ In LCC and CnaT we use Google G-Suite to aid in the delivery of your child's curriculum. ✓ Your child will be given an "LCC gmail" account to access this suite. ✓ G Suite education is a set of education productivity tools from Google which include Gmail, Google Meets, Google Hangouts, Google Docs/slides/sheets and Google Drive. ✓ This suite of tools can and may be used by subject teachers to assign tasks and for students to complete assignments digitally as requested by each subject teacher.
Email	<ul style="list-style-type: none"> ✓ Students will use their approved school email accounts for all school communication ✓ Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy, hurt or intimidate another person ✓ Students will not reveal their own or other people's personal details, such as addresses, phone numbers or pictures ✓ Students will never arrange a face to face meeting with someone they only know through emails or the Internet ✓ Students will note that sending and receiving email attachments is subject to permission from their teacher
Internet Chat & Social Media	<ul style="list-style-type: none"> ✓ Students will only access chat rooms, discussion forums or other electronic communication forums that have been approved by the school ✓ Chat rooms, discussion forums, and other electronic communication forums will only be used for educational purposes and will always be supervised ✓ When posting content, your tone should be formal and professional when communicating with students and others via social media and emails. ✓ Usernames will be used to avoid disclosure of identity ✓ Face-to-face meetings with someone organised via Internet chat is absolutely forbidden ✓ Never send private messages and/or texts to people you do not know. ✓ Students who use social media should not add people they do not know. ✓ In accordance with our Anti-Bullying policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour. ✓ Students are not to change or alter Classroom Management Tools on their iPads

Expectations in line with AUP (Acceptable User Policy)

Ionchais de réir an PÚI/AUP

Misuse of the Internet may result in disciplinary action, including (but not limited to) withdrawal of access privileges, and, in extreme cases, suspension or exclusion from the school. Circulating, publishing or distributing (including on the Internet) material associated with school activities (including but not limited to material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person), is considered a serious breach of school discipline and may also result in the imposition of sanctions. **The school also reserves the right to report any illegal activities to the appropriate authorities.**

AUP for the use of Electronic Devices (other than iPads) at LCC

PÚI/AUP do Ghléasanna Leictreonacha Eile (nach iPadanna iad) ag LCC

(Including but not limited to Cell -Mobile Phones/Mobile Communication devices and accessories/Smart Watches, anything under a 7" screen)

- Students who bring any electronic devices (incl. mobile phones) to school must leave them locked in their lockers and switched off. 'Switched off' does not mean 'Silent', 'Meeting' or any similar mode. The device must be powered off. (IF LOCKERS ARE NOT IN USE THEY MUST BE KEPT IN THE STUDENTS SCHOOLBAG. THE SCHOOL CAN TAKE NO RESPONSIBILITY FOR LOSS/THEFT OR DAMAGE TO THESE ITEMS)
- The school will not be liable for replacing any electronic devices that are lost, stolen or damaged in the school.
- The use of these electronic devices during instructional/class time without the permission of the teacher, or in a disruptive manner (ringing, vibrating, or if the student is suspected of messaging/ using the electronic device) is dealt with in-line with our Code of Positive Behaviour/ AUP.

Misuse of Electronic Devices

1. The device will be taken until the end of the day and the incident recorded in the student journal and on Vsware.
2. If the device is misused again within a one-week period it may be taken until a meeting/phone call with parent/guardian can be organised.
3. The incident will be recorded in the student journal and on Vsware.

Students are expected to cooperate with staff and hand the electronic device over once requested to avoid further disruption to class.

4. A student who refuses to surrender an electronic device found in her/his possession, which is not turned off, will be considered to have committed a serious breach of the Code of Behaviour and may be removed from class. This behaviour may result in further disciplinary action.
5. Continued breaches and mis use of ipads/electronic devices will result in confiscation of the electronic device. The school will require a written statement of support of this arrangement from the parent/guardian and from the student in their journal at the start of the school year as part of the school AUP.
6. No student shall engage in unacceptable use on the electronic device to violate the Student Code of Behaviour. Examples of unacceptable usage can include but are not limited to: use in toilets or corridors, during class time, to cheat, to take part in cyber bullying, sexting, taking pictures or videos without permission.
7. If a pupil is found taking photographs or video footage with an electronic device of either other pupils or staff or sharing inappropriate messages this will be regarded as a serious offence and disciplinary action will be taken according to the school's Code of Behaviour/ Anti-Bullying Policy.
8. Contents of electronic devices may be reviewed and searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Behaviour/ Anti-Bullying Policy. The device will not be returned to the pupil until the images have been removed by the pupil in the presence of a teacher/management/ parent/guardian.
 - While off the school premises, but on school business (e.g. games, field trips and school tours etc.), electronic devices must be switched off. However, if it is necessary for the student to contact his or her parent/guardian, then permission to turn on electronic device must be sought from the supervising teacher. The device must be turned off again after the conversation. The supervising teacher will ensure that this has happened.
 - A student who needs to go home during the day must arrange to do so through the school office and notify their tutor independently. Their own personal mobile phone should not be used. This ensures that the correct sign-out procedures for school are followed.

The AUP Student Expectations

Ready	Respectful & Honest	Safe
I will be ready to protect others by reporting abuse.	I will only use appropriate language and images on the Internet or on the school website/virtual learning environment.	I will ensure that the information I post online will not put me at risk by not sharing personal information.
I will be ready to take responsibility for my electronic device and for the way I behave on-line.	I will take all reasonable precautions to protect my mobile device from damage.	I will report any aggressive or inappropriate behaviour directed at me immediately to my parent, guardian, teacher, tutor or Principal
I will be ready to accept the security mechanisms governing access to my devices and I understand that this is one of the conditions of me being allowed to use the device in LCC.	I will treat everyone as I would like to be treated.	I will use and abide by the fair use rules. I will not misrepresent myself as another individual.

Dealing with Cyberbullying



1. Talk

Talk to your children about social media.

If there is a problem with cyberbullying, remind your child that it is not their fault!

2. Ignore

Encourage your child not to reply to unwanted messages. Do not reply on their behalf.

3. Copy

Keep a copy of content by taking screen shots.

4. Block

Block the sender and remove them as a friend.

5. Report

If problems persist speak to the school and in serious situations speak to the guards.

safebook

YOU 

THINK

Think before you post

FRIENDS

Only connect with friends

KIND

Be kind to others

PASSWORD

Don't share your password

PRIVACY

Keep your settings private

HURT

Don't be hurtful towards others





PARENTS & TEACHERS

Join Facebook
Understand how it works
Teach safety and responsibility
Privacy - check their settings



FRIENDS

 **DON'T:** Stay silent
 **DO:** Help your friend
Report the bully
Tell your parents
Tell your teacher



THE BULLY

 **DON'T:** Respond
 **DO:** Save what they say
Unfriend the person
Block them
Tell a Friend
Tell your Parents
Report the person

TELL



UNFRIEND



BLOCK



REPORT

This is our reaction to cyber-bullying. We must all play our part! Play yours - email design@fuzion.ie for a print ready file

ANTI BULLYING BLUEPRINT / TREOIRPHLEAN FRITHBHULAÍOCHTA

What is bullying?

Bullying is unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time. Examples include: deliberate exclusion, malicious gossip, cyber bullying, physical assault etc..

In accordance with our Anti-Bullying policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

The Luttrellstown Community College Expectations Matrix:

Bullying goes against the minimum expectations of Luttrellstown Community College and as a community we have a zero-tolerance approach towards bullying.

Expectation	Attitude we expect all students to display	Minimum Expectation
Be Respectful	Always treat others as you would like to be treated.	Listen to others, use appropriate verbal & non-verbal language and be kind. Keep hands, feet, objects and personal comments to yourself. Look after & respect all members of the school community.

How does Luttrellstown Community College promote Anti-bullying?

By having a zero-tolerance approach, the Luttrellstown Community College community supports anti-bullying by:

- The promotion of Safe expectations.
- Our curriculum, tutor time and assemblies.
- Our restorative values.
- School Council activities & discussions.
- Anti-bullying week.
- A clear & safe reporting system.

What should students do if they experience bullying?

It is important that all students are aware of the support available to them if they experience bullying. Students and parent/carers are strongly encouraged to report any form of bullying:

Who to tell?	How to tell?
Teacher / Tutor / Yearhead Any member of staff with whom the student feels comfortable. Student council class representative Parent/ Guardian/ Family member	Direct approach to teacher at an appropriate time, e.g. after class Hand up note with homework Get a parent or friend to contact the school and speak on your behalf by phoning the school and asking to speak to the Teacher/ Tutor/ Principal.

Actions the school will take when bullying issues are reported or concerns are raised:

- Investigate the incident fully.
- If incident is deemed to be minor, a verbal warning will be given to the bully and all parents/guardians will be notified of concerns.
- Set up a restorative conversation/meeting if appropriate.
- If the bullying behaviour persists or is of a serious nature the school will speak to all the students involved and take statements.
- The school will ensure that students involved are accountable for their actions.
- Inform the parents/carers of all parties involved.
- Record bullying incidents on Vsware.
- Monitor the number of bullying incidents recorded and plan targeted intervention when needed.
- Act on student voice concerns.

Anti-Bullying Pledge / Geall Frithbhulaíochta

Luttrellstown Community College believes that every member of the school community has a right to work in a safe, comfortable and positive environment. Every member of our school community (staff, students, parents/guardians) has a responsibility to maintain a positive atmosphere within the school and to play their part in dealing with bullying when it occurs.

Student Information and Data Protection / Faisnéis Daltaí agus Cosaint Sonraí

Under the Data Protection Acts, 1988 and 2003 now superseded by the GDPR 2016/679 (General Data Protection Regulation 2016/679), DDLETB is a data controller for Luttrellstown Community College (LCC) as our patron body. **All information collected on such forms is for the purposes of:**

- Student enrolment at LCC
- Student registration with the Dept of Education
- To facilitate the allocation of teachers and resources to the school
- Determining a student's eligibility for additional learning supports, medical supports and transportation
- Examinations results and processing of such data- for School Improvement/ School Plan
- School administration
- Child welfare (including medical welfare) and to fulfil our other legal obligations.

Data Protection Policy: A copy of the full Data Protection Policy is available on the school website and is available on request from the main school office. Please read it carefully. On the student application forms, you will be asked to sign that you consent to your data & your child's data being collected, processed and used in accordance with this Data Protection Policy during the course of their time as a student in the school. Where the student is over 18 years old, they will be asked to sign their consent to this.

We thank you for your co-operation in this matter.