

# GREENHILLS COMMUNITY COLLEGE



## FIRST YEAR HANDBOOK FOR STUDENTS & PARENTS

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## WELCOME NOTE

(From the Principal and Deputy Principal)

Welcome to Greenhills Community College. We would like to take this opportunity to welcome 1<sup>st</sup> year students and their families to the College. This is the beginning of a new part of your life and brings many exciting new challenges. You will have a new uniform, new timetable, new books, new teachers, make new friends and, of course have new rules!

Your tutors will be with you each morning and will help you with any questions you may have. You will also have mentors. Mentors are senior students who are there to help you settle into your new school.

You will enjoy learning lots of new subjects which you have not done before.

Classes are 40 minutes long, so each 40 minutes the bell will ring and you will have a different subject and a different teacher. You will have a ten-minute break mid-morning and a forty-minute break at lunchtime.

Greenhills Community College is part of Dublin and Dun Laoghaire Education and Training Board (DDLETB), who are patrons of 31 second-level schools, 7 primary schools, 3 special schools and 5 PLC colleges. The Board of Management manages the school of behalf of DDLETB.

In this handbook you can read about Greenhills Community College. You will also find lots of up to date information on our website and Twitter pages -

**[www.greenhillscollege.ie](http://www.greenhillscollege.ie)**.

We look forward to getting to know you and we hope that you will enjoy your second-level education at Greenhills Community College.

Noirin Lannon  
Principal.

Geraldine Leahy  
Deputy Principal.

## WHO'S WHO IN THE SCHOOL

The Principal is the person in charge of the school.

The Deputy Principal helps the Principal to run the school.

The Year Head looks after a year group.

The Tutor looks after a group of students.

The Subject Teacher is the teacher who teaches each subject.

The Mentor is a senior student who helps you settle into second-level school all through First Year.

The Guidance Counsellor helps students choose a career and listens when you need someone to talk to.

The Counsellor listens when you need someone to talk to.

The Home School Community Liaison Co-ordinator liaises with parents and visits parents in their homes.

The School Completion Co-ordinator organises clubs within the school and trips out of school.

## THE SCHOOL DAY

Students must use the pedestrian entrance gate at the main entrance. Due to supervision concerns, students **will not** be allowed into the school building until 8:30am each morning, except for arranged events. ***Any students arriving before 8:30am will have to wait in the yard to be admitted.***

The canteen area will be open from 8:30am to 8:55am each morning. Second level students will have no access to the PLC canteen in the Senior Building! Breakfast club will be held each morning from 8:30am to 8:50am. ***Failure to comply with the school's Code of Behaviour will result in the student's immediate removal from the Breakfast club and such students will be denied access to the club for the remainder of the academic year.***

All students must bring a small healthy snack for small break.

11:10 to 11:20 (**Mon, Tue, Thurs, Fri**)                      and                      11:00 to 11:10 (**Wed**)

Lunch break is from 1:20 to 2pm **Monday, Tuesday, Thursday and Friday.**

Students eat their lunch from 1:20 to 1:40pm, during which time they are supervised by college staff. All students receive a free lunch, which is funded by the School Meals Programme, and delivered daily by Glanmore Foods. All students are registered online for this and can change their order weekly online. There is a very wide choice. Students may bring their own lunch if they wish. Students are required to clean up after themselves. On non-rainy days, the canteen will be closed from 1:40pm to 1:50pm. At 1:40 **all** students will go outside for fresh air and games, yard time is supervised.

**PLEASE NOTE: Cans/bottles/cartons of soft and/or high energy drinks and sweets and chocolate bars are strictly forbidden.**

## STUDENTS' JOURNAL

Every student must have a Journal. The Journal must be kept clean and tidy and students must have it with them at all times.

### The purpose of the Journal is:

- To record homework.
- To keep parents informed of homework.
- To inform parents of any successes and/or problems with regard to class work and/or conduct.
- To allow parents to communicate with teachers.
- To provide space to explain student absences.
- Tutors will regularly check Journals.
- **Journals are to be signed weekly by parents.**

It is important to check your son's journal regularly. The journal is one of the main means of communication between school and home. Your son should have homework every day in every subject that he has had that day. In 1<sup>st</sup> year, your son should be spending at least 1 hour each evening on homework, and longer when preparing for exams. Parents should encourage their sons to take part in the homework club.

***It is important that each student takes care of his journal and does not lose it. Journals should be kept neat and tidy. As a parent, please check your son's journal regularly and sign it at least once a week. As well as reading any notes that teachers may have written, you can use it to send a message to any of your child's teachers.***

## ATTENDANCE

In order to comply with current legislation on Attendance - Education (Welfare) Act 2000, parents/guardians must provide an explanatory note where:

- a. A student is leaving school early
- b. A student comes in late
- c. A student has been absent

Students will not be permitted to leave the school without a note, in advance, from a parent or guardian. Parents/Guardians are asked to use the note forms at the back of the student journal.

If the student does not have a note, a member of staff is required to ring the parent/guardian to seek permission. The student cannot leave the school without this permission.

## UNIFORM

The uniform must be worn at all times. There will be no exceptions. It is available from: School Wearhouse, Unit D7, Ballymount Cross Industrial Estate, Ballymount, Dublin 24. The shop operates an online ordering service.

Jumper:	Navy with crest.
Trousers:	Navy.
Shirt:	Blue.
Tie:	School tie.
Shoes:	Plain black footwear (No logos of any type or colour).

## SUBJECTS AND PROGRAMMES IN GREENHILLS COMMUNITY COLLEGE

Junior Cycle, Junior Cycle Schools Programme, Transition Year, Leaving Certificate, Leaving Certificate Applied, Leaving Certificate Vocational programme

### Junior Cycle

Mathematics	Gaeilge	English
Geography	History	Science
Religion	Visual Art	German
Engineering	Wood Technology	Business
Career Guidance	PE	Wellbeing
SPHE	CSPE	
Short Courses - Digital Media Literacy and Coding		

### Transition Year

Mathematics	Gaeilge	English
Religion	PE	Career Guidance
Geography	History	Business
Science	German	Engineering
Construction	Art Appreciation	Active Leisure Studies
Work Experience	Driving Theory	Nutrition
Psychology	Coding	Film Studies

### Senior Cycle

Mathematics	Gaeilge	English
Religion	Career Guidance	PE
German	Geography	History
Business	Engineering	Construction
PhysChem	Biology	LCVP
Art Appreciation	Accounting	

All subjects are enhanced by co-curricular activities such as educational tours, clubs, workshops, competitions and work placements.



## SCHOOL SUPPORTS

### After School Study/Homework Club

The Homework club is held three evenings each week from 4 p.m. to 5 p.m. The days it is held are Monday, Tuesday and Thursday. Students are supervised by a teacher while they are doing their homework or study. **THERE IS NO CHARGE FOR THE HOMEWORK CLUB.** The advantage of the club is that students can get their homework done and then go home and relax.

### Breakfast Club

The breakfast club is open each morning from 8.30 a.m. until 8.50 a.m. Students can have cereal, toast, juice, tea etc. **THERE IS NO CHARGE FOR THE BREAKFAST CLUB.** Students can meet their friends at the club and get their day off to a good start.

### Lockers

Each student has a locker in which to store books and copies. Students should mind their locker keys carefully. Lockers should be kept neat and tidy. Each student is responsible for his own locker. Most lockers are in the canteen. However, some students use the smaller locker room.

## ORGANISE YOURSELF!

In secondary school, there are lots of different subjects each day so it can sometimes get confusing. You can make things easier for yourself in secondary school if you are organised! Here are a few tips that might help you to be organised:

- Make sure to write your homework for each subject into your journal. Always write in your homework when the teacher gives it. Otherwise you may forget what you have to do.
- Always do your homework for a subject on the day it's given. If you leave it, you may forget to do it. Try to do your weekend homework on Friday night. Then you can relax for the weekend.
- Get your bag ready the night before. Check your timetable so that you don't forget anything.
- Get your sports bag ready if you have PE the next day. If you wait until the morning, you may not be able to find some of your PE clothes or runners. If you have PE, you may be allowed to wear your PE clothes to school instead of your uniform.
- Leave the two bags beside each other so that you don't forget one.
- At night, make a reminder list of things to remember and check it in the morning before you leave for school!
- When you come home from school each day, take off your uniform and hang it up ready for the next day. That way you will keep it clean. Also, it means that you won't mislay items like your school tie. You will also be more comfortable in your own clothes at home.
- Put your uniform into the wash on Friday evening, and hang it up when the wash is done, so that it will be dry for Monday.
- When you are organised in the morning, it means that your day is getting off to a good start. So have everything ready the evening before.

## WHAT TO DO IF.....

I am absent	Parent/Guardian should ring the school office before 9 a.m. on the day you are out. Then give a note signed by your parent/guardian to your Tutor
I am late	Sign the Late Book at the door on your way into school
I need to leave school early	Your Parents/Guardian must write a note in your Journal, in advance, and you need to give it to you Tutor/Year Head before leaving. When you are leaving you must sign out at the office.
I cannot find the correct room for class	Ask a Teacher on the corridor
I have not got my complete uniform	You should not arrive in school without your full uniform. Explain to your Tutor/Year Head and give him/her a note.
I am having difficulties with a subject	Talk to your subject Teacher, Tutor or Year Head
I cannot see the board in class	Tell your teacher and ask to sit at the front of the class
Someone bullies me/I see another student being bullied	Report to any member of staff
I feel ill	Tell your Teacher and report to the office
I need to go to the toilet during class	Speak to your teacher, ask permission to leave class
I am worried about something in school	Speak to your parents/guardian, Tutor, Year Head
I lose my locker key	Speak to your Year Head
I can't turn up for school event	Tell the teacher in charge or ring the school office
Something bad happened on the way to school	Speak to your Tutor or Year Head
Your mobile phone is confiscated	See the Deputy Principal at the end of the school day
There is something missing from my bag	Speak to the teacher, Tutor or Year Head
The fire alarm rings	Follow the teacher's instructions. Exit the nearest door. Do not go back into the building

## **MENTORS**

### **What is a mentor?**

A mentor is a senior student who helps you to settle into secondary school. You will get to know your mentors very well at the start of First Year.

### **What is the job of a mentor?**

A mentor will help you settle into second-level school. They will answer any questions you might have about the school and assist you right through First Year. They also help at the lunchtime cookery club and at other events. Always follow any instructions that a mentor may give you. Remember they are there to help and support you.

A mentor does an important job. One day you may be a mentor yourself!

## **TOILETS**

Toilets are open at break and lunch times. Students who wish to use the toilets at other times will need to get permission from their teacher and a Toilet Key from the office. Students who go to the toilets during class time are missing class and disturbing other students by going out of the class. If your child has a medical condition which requires them to use the toilets frequently, please let us know.

## **LIBRARY**

The school library is used by students with their English and other teachers during class time. The Junior Cycle English teachers also have a library of novels in their classrooms which are recommended reading for students. Students can borrow

these novels. Each year, there is a Book Fair and each student can choose a book which they wish to read.

### **PARENTS' ASSOCIATION**

Every parent is a member of the Parents' Association. The Parents' Association meet every month. They are involved in events in the school, such as an annual Table Quiz, raffles and bake sales. They also contribute to policy making. All parents are welcome at every meeting, so a parent does not have to come to every meeting of the Association. The Principal and/or Deputy Principal and the Home School Community Liaison Co-ordinator attend all the meetings, so it is a great way of keeping up to date with the school. If you would like to become involved, please contact our Home School Community Liaison Co-ordinator. You can leave a phone message or email the school and the Co-ordinator will be in touch with you.

### **RESTORATIVE PRACTICE**

Greenhills Community College is committed to becoming a restorative school and with the full support of staff, parents and students we believe that this can be achieved. We believe this will benefit the whole school and community as Restorative Practice is about developing good relationships and a strong sense of community.

Numerous schools across Ireland have embraced Restorative Practice and are benefitting from the experience. One of the aims of Restorative Practice is resolving conflict in a healthy manner when it does arise. Restorative techniques include circle time and mediation. These techniques have been proven in schools to improve on students' attitudes towards learning as well as boosting whole school morale.

## EXTRA-CURRICULAR ACTIVITIES

There are lots of extra-curricular activities at Greenhills Community College:

Basketball	Soccer	Gaelic Football
Hurling	Eco Club	Enterprise Club
Students' Council	Gaisce	Cookery Club
Chess Club	Lego Club	.....and many more

## FACILITIES

Lockers	Student Canteen	Mini-Bus
Science Labs	Art Room	Engineering Workshop
Computer Rooms	Sports Hall	Wood Technology Workshop
Library	Student Kitchen	General Classrooms
Outdoor Learning Space	Garden	

## SCHOOL CONTACTS

Principal - [noirinlannon@greenhillscollege.ie](mailto:noirinlannon@greenhillscollege.ie)

Deputy Principal - [geraldineleahy@greenhillscollege.ie](mailto:geraldineleahy@greenhillscollege.ie)

1<sup>st</sup> to 3<sup>rd</sup> Year Head - [ciaranstone@greenhillscollege.ie](mailto:ciaranstone@greenhillscollege.ie)

TY, 5<sup>th</sup> & 6<sup>th</sup> Year Head - [tadhgfarrelly@greenhillscollege.ie](mailto:tadhgfarrelly@greenhillscollege.ie)

Guidance Counsellors - [carolinegoldingbrady@greenhillscollege.ie](mailto:carolinegoldingbrady@greenhillscollege.ie)

SCP Coordinator - [eleanormcwey@greenhillscollege.ie](mailto:eleanormcwey@greenhillscollege.ie)

School Office - [admin@greenhillscollege.ie](mailto:admin@greenhillscollege.ie) 4507779

