



**INNOVATION RESPECT COMMUNITY EXCELLENCE**

# **DROGHEDA EDUCATE TOGETHER SECONDARY SCHOOL**

**Incoming First Year  
Information Booklet  
2026 - 2027**

*Respect Your  
Potential*



# INTRODUCING OUR PRINCIPAL

It gives me great pleasure to welcome you to our school. I know that many of you are feeling a mixture of excitement and nervousness which is completely natural. Starting secondary school is a big step, and it marks the beginning of a journey filled with new experiences, new friendships, and new opportunities.

Although our school is still quite new, it is full of energy, ambition, and a strong sense of community. Together, we are building something very special, a place where every student is valued, supported, and encouraged to grow. You are not just joining a school; you are becoming part of a community where your voice matters and your potential is recognised.

I want you to know that we see great promise in each and every one of you. You arrive with unique talents, ideas, and strengths, and it is our role to help you discover and develop them. Whether your interests lie in academics, sport, the arts, leadership, or simply finding your place among others, there will be opportunities here for you to shine.

There will be challenges along the way, that is part of any worthwhile journey, but you will not face them alone. Our teachers, SNA's and other staff are here to guide you, support you, and encourage you at every step. Most importantly, we want you to feel safe, happy, and confident as you settle into school life.

As you begin in August, I encourage you to be curious, to be kind, and to be brave. Take chances, ask questions, and get involved. The effort you put in will shape your experience and help you grow into the person you are capable of becoming.

We are very much looking forward to meeting you and getting to know you. I have every confidence that you will contribute greatly to our school and help us continue to grow and thrive.

See you all in August,

Susan Campbell  
Principal



# INTRODUCING OUR DEPUTY PRINCIPAL

A warm welcome to our incoming first year students.

We are delighted that you will be joining our school community and beginning the next stage of your educational journey with us.

I still remember my own first day at secondary school. I was excited about meeting new people and trying new subjects, but I was nervous too. Everything seemed bigger and busier than I was used to. It didn't take long, however, to find my feet and feel part of the school community. At Drogheda Educate Together Secondary School, we are committed to providing that same support for every student as they begin their journey with us.

You will see me out and about during the school day, and I am always happy to stop for a chat or help if you need it.

We encourage you to get involved, work hard, be respectful and make the most of all that school life has to offer. We look forward to meeting you and helping you to achieve your goals and enjoy your years with us.

Best wishes for the year ahead.

Michelle Breen  
Deputy Principal.



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# INTRODUCING OUR FIRST YEAR PROGRESS LEADER

A very warm welcome to Drogheda Educate Together Secondary School.

Starting secondary school is an exciting milestone. While it is natural for both students and parents/guardians to feel a little nervous about this transition, I can assure you that we are committed to making your child's move to secondary school as positive and successful as possible.

As First Year Progress Leader, my role is to oversee and support the overall progress, wellbeing and engagement of our First Year students. I work closely with students, parents/guardians, tutors, subject teachers, TY Mentors and the wider school team to help every student settle successfully into school life and reach their full potential. My role includes monitoring attendance, supporting positive behaviour, promoting academic progress, celebrating student achievements and ensuring that students have access to the supports they need to thrive.

At DETSS, we place a strong emphasis on the values of respect, community, innovation and excellence. We encourage students to become actively involved in school life through extra-curricular activities, student leadership opportunities and school events, as participation is one of the best ways to build confidence, develop friendships and make the most of the opportunities that secondary school has to offer. When challenges arise, we work collaboratively with students and families to identify appropriate supports, encourage positive choices and help students develop the skills needed to be successful both in school and beyond.

I look forward to getting to know each student and working together to make their first year at DETSS a rewarding and enjoyable one.

Best wishes,  
Ciara Campbell.  
First Year Progress Leader.



# KEY PILLARS OF DROGHEDA ETSS

At DETSS, everything we do is guided by our Educate Together Ethos and our four core pillars: Innovation, Respect, Community and Excellence. These values shape our learning environment, our relationships and the opportunities we provide for students each day.

## **Innovation**

We embrace new ideas, creative thinking and modern approaches to teaching and learning. From our use of technology to our wide range of learning experiences, we encourage students to be curious, adaptable and open to new opportunities.

## **Respect**

We strive to create a school community where every person is treated with kindness, courtesy and understanding. We celebrate diversity, value every voice and encourage students to show respect for themselves, others and their environment.

## **Community**

A strong sense of belonging is at the heart of school life in DETSS. Students are encouraged to get involved, build positive relationships and contribute to a welcoming and inclusive community where everyone feels valued and supported.

## **Excellence**

We encourage all students to aim high and do their best in everything they do. Excellence is not about perfection; it is about effort, resilience, growth and striving to reach one's full potential both inside and outside the classroom.

Together, these four pillars help create a school where students are happy, motivated and proud, and where they are supported to thrive academically, socially and personally.

**INNOVATION**

**RESPECT**

**COMMUNITY**

**EXCELLENCE**

# FIRST YEAR INDUCTION DATES



## Back to School:

- Thursday 27th August 8.30am to 10.30am
- Friday 28th August 8.30am to 10.30am
- Monday 31st August 8.30am to 3.20pm

## Schedule of Events on Day 1:

|                   |                                                              |                                                              |                                                              |
|-------------------|--------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------|
| 8.30am – 8.50am   | Meet and Greet 1 <sup>st</sup> Years at benches in the yard. | Meet and Greet 1 <sup>st</sup> Years at benches in the yard. | Meet and Greet 1 <sup>st</sup> Years at benches in the yard. |
| 8.50am – 9.00am   | 1A – Show class tutor room<br>[REDACTED]                     | 1B – Show class tutor room<br>[REDACTED]                     | 1C – Show class tutor room<br>[REDACTED]                     |
| 9.05am – 9.40am   | 1A – Sports (Yard)                                           | 1B - TY Mentors/ Ice Breakers (Room 3)                       | 1C – TY Mentors/ Ice Breakers (Room 4)                       |
| 9.45am – 10.20am  | 1A – TY Mentors/ Ice Breakers (Room 3)                       | 1B – Sports (Yard)                                           | 1C – Sports (Yard)                                           |
| 10.20am – 10.30am | Break– Yard                                                  |                                                              |                                                              |
| 10.30am           | 1 <sup>st</sup> Year students and TY Mentors go home.        |                                                              |                                                              |

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# DAILY TIMETABLE



| Daily Timetable   |             |             |             |             |             |
|-------------------|-------------|-------------|-------------|-------------|-------------|
| Time              | Monday      | Tuesday     | Wednesday   | Thursday    | Friday      |
| 8.30am – 9.28am   | Period 1    | Period 1    | Period 1    | Period 1    | Period 1    |
| 9.28am – 9.40am   | Tutor Class | Tutor Class | Tutor Class | Tutor Class | Tutor Class |
| 9.40am – 10.38am  | Period 2    | Period 2    | Period 2    | Period 2    | Period 2    |
| 10.38am – 10.53am | SOS         |             |             |             |             |
| 10.53am – 11.51am | Period 3    | Period 3    | Period 3    | Period 3    | Period 3    |
| 11.51am – 12.49pm | Period 4    | Period 4    | Period 4    | Period 4    | Period 4    |
| 12.49pm – 1.24pm  | LON         |             |             |             |             |
| 1.24pm – 2.22pm   | Period 5    | Period 5    | Period 5    | Period 5    |             |
| 2.22pm – 3.20pm   | Period 6    | Period 6    | Period 6    | Period 6    |             |

- Classes begin at 8.30am
- Supervision available from 8.15am
- School finishes at 3.20pm
- Friday finish at 12.49pm
- Break 15 mins
- Lunch 35 mins

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# SAMPLE TIMETABLE



|       | Monday                                                                   | Tuesday                                                                                            | Wednesday                                                                                  | Thursday                                                                   | Friday                                                                                             |
|-------|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 8:30  | Irish JC<br>Room Room 5<br>19e-C<br>08:30-09:28<br>Niamh Rogers          | Physical Education (short course code)<br>Room Room 9<br>19e-C<br>08:30-09:28<br>Kelliann Buchanan | History<br>Room E2<br>19e-C<br>08:30-09:28<br>Eva Mc Caul                                  | Irish JC<br>Room Room 5<br>19e-C<br>08:30-09:28<br>Niamh Rogers            | French JC<br>Room Room 2<br>19e-C<br>08:30-09:28<br>Kelliann Buchanan                              |
| 9:00  | Tutorial                                                                 | Tutorial                                                                                           | Tutorial                                                                                   | Tutorial                                                                   | Tutorial                                                                                           |
| 9:40  | Mathematics JC<br>Room Room 10<br>19e-C<br>09:40-10:38<br>Megan Halpenny | Civic, Social & Political Education JC<br>Room E1<br>15SP-C<br>09:40-10:38<br>Peadar Mc Keown      | English JC<br>Room F3<br>15ng-C<br>09:40-10:38<br>Emma Dunphy                              | History JC<br>Room E2<br>19e-C<br>09:40-10:38<br>Eva Mc Caul               | Physical Education (short course code)<br>Room Room 9<br>19e-C<br>09:40-10:38<br>Kelliann Buchanan |
| 10:00 | History JC<br>Room E2<br>19e-C<br>10:53-11:51<br>Eva Mc Caul             | Student Enrichment<br>Room Room 4<br>15E-2-3<br>10:53-11:51<br>Emma Murray                         | Mathematics JC<br>Room Room 10<br>19e-C<br>10:53-11:51<br>Megan Halpenny                   | Science IGC<br>Room Room 11<br>15e-3-2<br>10:53-11:51<br>Kayleigh Murray   | Mathematics<br>Room Room 10<br>19e-C<br>10:53-11:51<br>Megan Halpenny                              |
| 11:00 | French JC<br>Room Room 2<br>19e-C<br>11:51-12:49<br>Kelliann Buchanan    | Business Studies<br>Room Room 5<br>18us-5.1<br>11:51-12:49<br>Darren Muckian                       | Social, Personal & Health Education<br>Room E4<br>15PHE-C<br>11:51-12:49<br>Ellen Dunleavy | Student Enrichment<br>Room Room 4<br>15E-2-3<br>11:51-12:49<br>Emma Murray | Business Studies<br>Room Room 5<br>18us-5.1<br>11:51-12:49<br>Darren Muckian                       |
| 12:00 |                                                                          |                                                                                                    |                                                                                            |                                                                            |                                                                                                    |
| 13:00 | Music<br>Room A2<br>19Mus-4.4<br>13:24-14:22<br>Breigin Baccolini        | English JC<br>Room F3<br>15ng-C<br>13:24-14:22<br>Emma Dunphy                                      | French<br>Room Room 2<br>19e-C<br>13:24-14:22<br>Kelliann Buchanan                         | Music JC<br>Room A2<br>19Mus-4.4<br>13:24-14:22<br>Breigin Baccolini       |                                                                                                    |
| 14:00 | Science IGC JC<br>Room B1<br>15e-3-2<br>14:22-15:20<br>Kayleigh Murray   | Artistic Performance<br>Room A2<br>1AP-6.1<br>14:22-15:20<br>Breigin Baccolini                     | Irish JC<br>Room Room 5<br>19e-C<br>14:22-15:20<br>Niamh Rogers                            | English<br>Room F3<br>15ng-C<br>14:22-15:20<br>Emma Dunphy                 |                                                                                                    |
| 15:00 |                                                                          |                                                                                                    |                                                                                            |                                                                            |                                                                                                    |

|                                                                                                                       |             |
|-----------------------------------------------------------------------------------------------------------------------|-------------|
| Home Economics S&S (New Syllabus)  |             |
| Room D1                                                                                                               | Room Number |
| 6Hom-7.4                                                                                                              |             |
| 08:30-09:28                                                                                                           | Time        |
| Michelle Breen                                                                                                        | Teacher     |

# MAP OF THE SCHOOL



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## LIST OF SUBJECTS

*Students study all core subjects and short courses. At the start of the year, students will take part in a taster programme where they will sample each optional subject. Following this, students will select two optional subjects listed below to continue studying through to their Junior Cycle.*

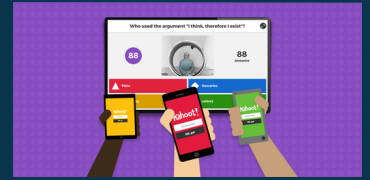
|  |                            |                                                                                                                                                                             |
|--|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <h3>Core Subjects</h3>     | <ul style="list-style-type: none"><li>• English</li><li>• Irish</li><li>• Maths</li><li>• French</li><li>• History</li><li>• Science</li><li>• Student Enrichment</li></ul> |
|  | <h3>Optional Subjects</h3> | <ul style="list-style-type: none"><li>• Applied Technology</li><li>• Art</li><li>• Business</li><li>• Geography</li><li>• Home Economics</li><li>• Music</li></ul>          |
|  | <h3>Short Courses</h3>     | <ul style="list-style-type: none"><li>• CSPE</li><li>• SPHE</li><li>• Digital Literacy</li><li>• PE</li></ul>                                                               |

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# TECHNOLOGY IN THE CLASSROOM

At Drogheda Educate Together Secondary School, technology is an integral part of learning and teaching. Every student uses an iPad as a learning tool, allowing access to digital textbooks, learning resources, assessment materials and collaborative learning opportunities both in school and at home.

Our teachers use a wide range of digital tools to enhance learning, encourage creativity, provide timely feedback and support student engagement. Students use their iPads across the majority of lessons, helping them to organise their work, access learning materials, complete assignments and develop independent learning skills. As part of our ongoing Digital Strategy, we continue to invest in staff training and innovative approaches to ensure technology is used effectively and purposefully in the classroom.

The iPads used in DETSS are managed devices, meaning they are configured specifically for educational use. This helps minimise distractions, supports student wellbeing and provides parents with peace of mind that the device is being used primarily as a learning tool.

Alongside developing digital skills, we place a strong emphasis on digital citizenship, online safety and the responsible use of technology. Students are supported in learning how to use technology safely, respectfully and responsibly, preparing them to be confident and informed digital citizens.

This approach ensures that technology enhances learning while maintaining a balanced, supportive and student-centred educational environment.



# ORGANISATION TIPS

*Good organisation can make your school day easier and less stressful. Here are some simple tips to help you stay on top of your work and be prepared for each day.*

## School Organisation Tips:

- Establish a morning routine to help you start the day feeling organised and prepared.
- Fill in your journal with your subjects each week.
- Write your homework into your journal before the end of every class.
- Print a copy of your timetable and place it inside your locker.
- Check your timetable each evening and pack the correct materials.
- Use folders to keep worksheets and handouts neat and easy to find.
- Regularly tidy your school bag and locker.

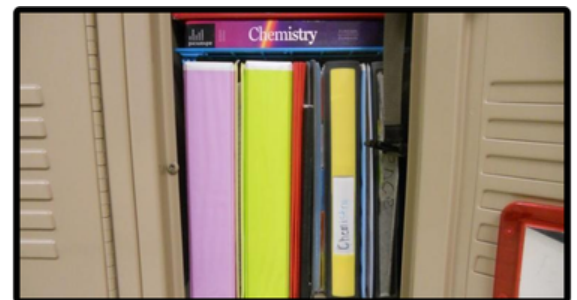
## Morning and Evening Checklist:

*Before you leave school:*

- Write down all homework and assignments.
- Pack the books and materials needed for homework.
- Check your timetable for the next day.

*Before you go to bed:*

- Complete your homework.
- Pack your school bag.
- Charge your iPad fully.
- Prepare your clothing for the next day.



*Locker Organisation Checklist:*

- Empty your locker regularly and remove items you no longer need.
- Throw away any rubbish.
- Keep a colour-coded timetable inside your locker (Your tutor will print this for you).
- Keep loose sheets of paper in a folder.
- Store pens, pencils and stationery in a pencil case.
- Schedule a weekly locker tidy-up.



# SCHOOL DAY CHECKLIST

## *Evening Checklist:*

- Lay out your clothes for the next morning.
- Pack your school bag for the following day.
- Prepare your lunch.
- Gather any extra items needed (Eg. Home Economics ingredients, art supplies, musical instrument).
- Complete your homework.
- Ensure all books and zip folders are ready for tomorrow.

## *Homework Organisation Routine:*

- Take out the materials needed for homework.
- Open your journal to today's date.
- Write a list of all homework tasks to be completed (start with the most challenging if possible).
- As you complete each task, tick it off in your journal.
- Once finished, pack your school bag for the next day.

## *Morning Checklist:*

- Check your school bag.
- Bring your lunch.
- Bring any extra items needed for the day (Eg. Home Economics ingredients, art supplies, musical instrument).
- Make sure you have all materials and zip folders for your timetable.



# Sample Journal Structure:

**Explanation**

**Tick when completed**

**Day homework is due**

**Subject Headings**

**Reminders**

# STUDENT SUPPORT IN DROGHEDA ETSS

Awards and  
Recognition

Student  
Enrichment  
Programme

Prefects  
and Head  
Students

Continuum  
of Support

Progress  
Leader

Student  
Support  
Care Team

Rainbows  
Programme

Guidance  
Councillor

Tutor  
System

Mentoring  
Programmes

Student  
Council

Extra-  
curricular  
activities

Parent/  
Guardian  
Council



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## TY MENTORS

- Our TY Mentors play an important role in helping First Year students settle into life at Drogheda Educate Together Secondary School. Starting secondary school can be both exciting and daunting, and TY Mentors provide a friendly face and a valuable source of support throughout the year.
- TY Mentors attend the First Year Induction Day in August and help students become familiar with their new school environment, including classrooms, timetables and lockers. During the first few days of school, mentors spend time with their assigned class, helping students settle into new routines and build confidence.
- Throughout the year, mentors regularly check in with First Year students during tutor time, at lockers, in the yard and at break times. They are available to offer advice, answer questions and support students who may be finding aspects of school life challenging. TY Mentors also help organise class activities each term and accompany students on their First Year bonding trip, helping to foster a strong sense of belonging and community.
- The mentor programme ensures that every First Year student has older students they can turn to for guidance, encouragement and support as they begin their secondary school journey.





## EXTRA CURRICULARS

At Drogheda Educate Together Secondary School, we believe that learning extends far beyond the classroom. We offer a wide range of extra-curricular activities, clubs and teams that provide students with opportunities to develop new skills, pursue their interests and build friendships across year groups. These include sporting, creative, academic and leadership opportunities, ensuring there is something for everyone.

We strongly encourage all First Year students to get involved in at least one extra-curricular activity during their first year. Participation in clubs and activities is one of the best ways for students to settle into secondary school, meet new people, develop confidence and feel a sense of belonging within the school community.

Whether a student is interested in soccer, basketball, GAA, volleyball, athletics, music, debating, photography, chess, coding, history, maths, Lego, Green Schools or one of our many other clubs, there are numerous opportunities to become involved throughout the year.

Our extra-curricular programme is an important part of school life and reflects our commitment to providing students with a holistic education that supports their academic, social and personal development. We encourage every student to explore new interests, challenge themselves and make the most of the opportunities available to them during their time at DETSS.

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# SAMPLE EXTRA CURRICULAR TIMETABLE

| DETSS<br><b>Extra Curricular</b>                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MONDAY                                                                                                                                                                                                                                                                                                                       | TUESDAY                                                                                                                                                                                                                                                   | WEDNESDAY                                                                                                                                                                                                                             |
| <b>LUNCH</b><br>WELLBEING:<br>MEGAN M, ROOM D2<br>SCRABBLE &<br>LIBRARY: TINA,<br>F3<br>1ST YEAR SOCCER 5<br>A SIDE:<br>DARREN, FOOTBALL<br>PITCH<br>FILM & MUSIC CLUB:<br>PAUL, ROOM<br>G2<br>GREEN SCHOOLS:<br>EMMA D, ROOM F3<br><b>AFTER SCHOOL</b><br>GIRLS GAA:<br>LISA S, DARREN,<br>KELLYANN<br>BASKETBALL<br>COURTS | <b>LUNCH</b><br>DEBATE:<br>GRACE, ROOM 12<br>IRISH:<br>NIAMH, ROOM 5<br>GIRLS SOCCER:<br>KELLYANN, NEIL,<br>EMMA L,<br>BASKETBALL COURT<br>CHOIR:<br>SINEAD, ROOM C2<br><b>AFTER SCHOOL</b><br>VOLLEYBALL:<br>CARA &<br>KAYLEIGH,<br>BASKETBALL<br>COURTS | <b>LUNCH</b><br>F1: MEGAN H, ROOM<br>10<br>BOYS SOCCER:<br>KELLYANN, DARREN,<br>TEIGE, BASKETBALL<br>COURT<br>INSTRUMENTAL<br>ENSEMBLE, BREIGIN<br><b>AFTER SCHOOL</b><br>GAA (BOYS):<br>LISA &<br>CHRISTINA,<br>BASKETBALL<br>COURTS |
| THURSDAY                                                                                                                                                                                                                                                                                                                     | FRIDAY                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                       |
| <b>LUNCH</b><br>PHOTOGRAPHY:<br>CIARA, F1<br>DRAMA:<br>DAVID, D2<br>TABLE TENNIS:<br>NEIL, BRENDAN<br>ROOM 11<br>CHESS:<br>CAOIMHE,<br>ROOM 12<br>WARHAMMER,<br>EMMA ROOM 8<br><b>AFTER SCHOOL</b><br>BASKETBALL (GIRLS<br>& BOYS): APRIL,<br>EIMEAR<br>BASKETBALL<br>COURTS                                                 | <b>AFTER SCHOOL</b><br>LEGO CLUB, MEGAN<br>H, AIDAN<br>DANCE CLUB:<br>HAYLEY/RUAIRI,<br>ASSEMBLY HALL                                                                                                                                                     |                                                                                                                                                   |

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# BOOKS, STATIONARY AND RESOURCE FEE

- Core Classroom resources are supplied to all students free of charge this includes copy books, school journal, calculator, geometry set, log tables and colouring pencils.
- All digital books will be provided via the iPad. Please be aware that some of our subject departments prefer to prepare their own resources and will be uploaded to your child's iPad on the Microsoft platform.

## **Resource Fee - €80**

- Apps
- Email
- Microsoft Suite
- Parental Access to Tyro
- Standardised Testing
- Careers Portal Access
- Mock Papers
- 24 Hour Pupil Insurance
- Extra-Curricular Costs
- Educate Together Membership



## CONTACT US

- School Journal and Tyro
- All school emails are via the Tyro App
- Calendar on Website
- All absences must be recorded on Tyro
- Facebook, Instagram and Website

### ***Formal Communication:***

- August - Progress Leader and Tutor Zoom meeting with parents/ guardians
- November Full Semester Progress Report
- March Parent/Student/Teacher Meeting
- March Full Semester Report
- June End of Year Report

***Students attend Parent Teacher Meetings***  
***Any issues PLEASE contact the office directly.***

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# ATTENDANCE

## **Morning Routine & Punctuality:**

- School gates open at 8.00am.
- Students should go directly to the Assembly Room, where they will be supervised until 8.15am.
- From 8.15am – 8.30am, students may go to their lockers to prepare for the day.
- All students are expected to be in class by 8.30am.

## **Late Arrivals:**

- Students arriving after 8.30am must report to the office to sign in.
- Late note by parent/ guardian must be uploaded onto the tyro app.
- If your child is going to be late, please upload a reason in advance using tyro.

## **Repeated Lateness:**

- If a student is late three times in a term, they will be assigned an after-school Learning Opportunity on Thursday from 3.20pm to 4.20pm with a Progress Leader.
- Notification of this will be sent via tyro mail on the Monday prior to the scheduled session (Please ensure suitable transport arrangements are made with your child).

## **Attendance Matters:**

- We understand that some absences are unavoidable, and occasional appointments may need to happen during the school day. However, we kindly ask families to consider the following:
- There are 166 days in the secondary school calendar - leaving 199 days available for holidays, appointments, and other personal matters.
- Regular attendance and punctuality are key to academic progress and student wellbeing.

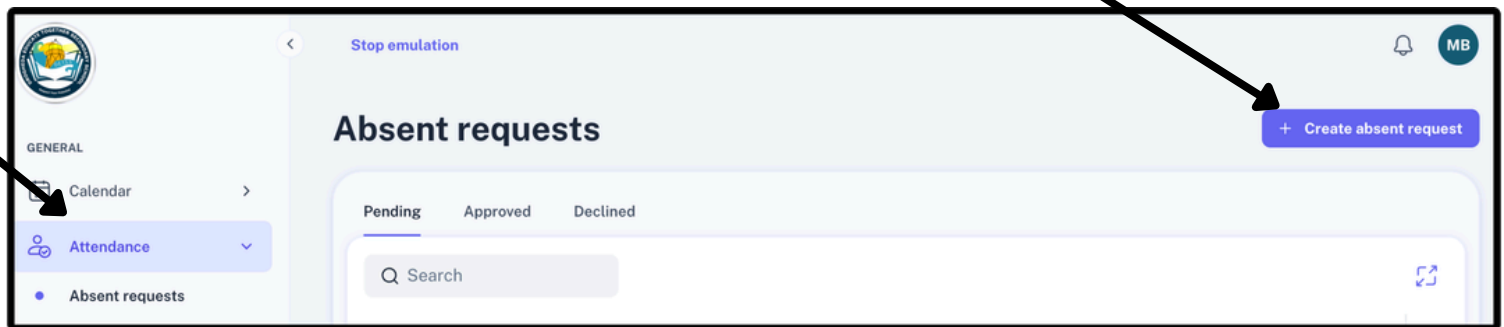


# REPORTING FUTURE ABSENCES ON TYRO

## Reporting Future Absences:

*If your child is going to be absent for a medical appointment, or any other reason:*

1. Go to the main Attendance screen for your child on tyro.
2. Scroll down to Absence Requests and click 'Create absent request'



### 3. Choose either:

- Full Day, or Multiple Days, or partial day.
- Select the date(s), choose the type of absence (Eg. Medical Appointment, Illness), and provide a brief reason.
- Click 'Save. Your request will be sent to the school for approval.



# REPORTING FUTURE ABSENCES ON TYRO

*If choosing Partial Day, it is essential to:*

- Specify the times or periods your child will be absent (Eg. Medical Appointment - Periods 1 to 4).
- Click and submit the times of absence clearly before finalising the request.
- Students must report to the office when signing in if arriving late to school or signing out of school.
- If there is any unexplained past absence, a red notification will appear at the top of the Attendance screen.
- Click the notification and follow the prompts to record the reason.
- For Partial Day absences in the past, please ensure you include the specific time frame your child was out of school.
- If students are leaving school early, they must sign out at the office with their parent/ guardian present. This applies to all students under 16.

Create absent request

Student

Request Type

☐ Full day ☒ Partial day ☐ Multiple days

Date

Leaves at time

Return at time

Reason for absence

Note

Attach files



# SIGNING OUT PROCEDURES

## **Signing Out Procedures:**

*If your child needs to leave school early during the day:*

- The absence must be logged in advance on tyro by a parent/ guardian.
- When it is time to leave:
  - The student must present themselves at the office.
  - A parent/ guardian must sign the student out in person at the office reception area.
  - Students are not permitted to leave the school building without signing out.
- If your child had a medical appointment, please ensure this is clearly recorded on tyro before signing out.

*If a Student Feels Unwell at School:*

- The student must first report to their Tutor.
- If the Tutor is in class, they must report to either:
  - Their Progress Leader, or
  - Deputy Principal, Michelle.
- Students are not allowed to use their phones to contact home if they are feeling unwell.
- If it is determined that the student needs to go home:
  - The school office will make contact with the parent/ guardian.
  - The student must be collected and signed out as per normal procedures.

*Parent/ Student Communication During the Day:*

- All communication between students and parents/ guardians during school hours must go through the school office.
- Students may not use their phones/ iPads to contact home during the school day.
- Students who breach this school rule, will be dealt with in accordance with our Code of Positive Behaviour.



## MOBILE PHONE USE

- The Department of Education has issued a directive to all schools to put regulations in place prohibiting the use of mobile phones in schools.
- To support a focused and respectful learning environment, mobile phone use is not permitted during the school day.
- Students must keep phones powered off and stored in their schoolbags or lockers from arrival until they leave the school grounds.
- If a phone is found powered on or in use during school hours, it will be confiscated and held until the end of the day.
- If a student needs to contact home during the day (e.g. for illness or an emergency), they should go to the school office.
- Students who breach this school rule, will be dealt with in accordance with our Code of Positive Behaviour.

## SMART WATCHES

- Smartwatches that allow communication, internet access, or messaging are not permitted during the school day, as they can be distracting and disruptive to learning.
- If a smartwatch is found powered on or in use during school hours, it will be confiscated and held until the end of the day.

## DRESS CODE

- As we start the new school year, we kindly remind students and families to follow the school's dress code. Our aim is to ensure comfort, safety, and respect for everyone in our learning environment.
- The Educate Together Dress Code Policy is available in full on the school website.
- On designated PE days, students should wear appropriate sportswear and runners.
- Please ensure all clothing is suitable for school activities.



## HEALTHY EATING

- We promote healthy eating in our school and ask that all lunches support this policy. Crisps, chocolate, sweets, fizzy drinks, and energy drinks are not allowed.
- A reminder that we are also a nut-free school. Please ensure no nuts or nut products are brought in, to keep everyone safe.

## THE HOMEWORK JOURNAL/ IPAD

- It is essential that students have their homework journal in school everyday.
- The journal is used by students to note the homework they receive everyday.
- The journal can be used as a form of communication between parents/ guardians and teachers.
- Parents/ guardians must sign the homework journal on a weekly basis.
- Parents/ guardians are also encouraged to regularly check the students grade trackers to track academic progression in their subjects.
- Reminder - iPad to be fully charged on arrival to school.

## E-SCOOTERS AND BICYCLES

- By law, e-scooters are illegal for anyone under the age of 16. Therefore, students under 16 are not permitted to use or bring e-scooters onto school grounds.
- Students aged 16 and over may use e-scooters to travel to and from school. Students, whether using an e-scooter or a bicycle must dismount before entering the school grounds.
- This is in the interest of everyone's health and safety.



***Thank you for your continued support as we begin a new school year. We look forward to working together to ensure a happy, safe, and successful year for all our students.***