Coláiste Pobail Setanta

Meitheal (Support) Misneach(Courage) Bród (Pride)

Formal Enrolment Documents

For

Students enrolling for 2026/27

Coláiste Pobail Setanta.

Please read this document and use it to complete the Policy Acceptance Document you received with your Acceptance Form for Admission.

Please ensure that all parts of this Formal Enrolment Documents booklet have been read before returning the ACCEPTANCE FORM FOR ADMISSION – 2026/2027 to Coláiste Pobail Setanta before 25/11/ 2025, 12:00 noon.

Contents

Please check this list of current College policies and confirm that you have read and accept to uphold each policy. Policies can be found on the College Website, www.cpsetanta.ie

Note; The College Website contains the College Policies at the time of acceptance. The College Policies are under regular review by the Board of Management. Parents will be notified of all modifications to existing policies and of the inclusion of new policies which can be viewed on the College Website.

Coláiste Pobail Setanta

Meitheal (Support) Misneach(Courage) Bród (Pride)

Formal Enrolment – 2026/27

Dear Parent(s)/Guardian(s)

We are now in a position to proceed to the next stage of our enrolment process.
Therefore, you are invited to return the **Acceptance Form for Admission** signed as indicated to Colaiste Pobail Setanta before the date stated on the form.

The Voluntary Contribution is €150 per 1st Year Student. This contribution must be paid online. Please see the College Voluntary Contribution Policy on the College Website and **Instructions for Online Payments**, page 17 of this document.

I would like to welcome you and your son/daughter to Coláiste Pobail Setanta and wish you a very happy educational experience in our school.

Yours sincerely,

_____

Liam Walsh (Principal)

Coláiste Pobail Setanta

Meitheal (Support) Misneach(Courage) Bród (Pride)

Previous School Information Consent Form

I/We give consent to the Principal of:

_____ **School** to provide the Principal of **Coláiste Pobail Setanta** with copies of my son's /daughter's most recent reports as follows:

- Progress Reports/ Education Passport/ Stem Reports/Standardised Test Scores
- Psychological and/or Counselling Reports
- Medical Reports
- Disciplinary Reports
- Exemption from Irish
- Other Reports or Information relevant to his/her application for a place at Coláiste Pobail Setanta.

Please indicate acceptance on the Policy Acceptance Document you received with your Acceptance Form for Admission.

Coláiste Pobail Setanta

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Extra-Curricular School Activities 2026/27

This declaration to be signed by Parent(s)/Guardian(s) (policy acceptance document)

1. I/We agree to the participation of the above-named student at Colaiste Pobail Setanta, attending and participating in tours/fieldtrips/outings organised by the College.
2. I/We acknowledge that tours/fieldtrips/outings constitute extracurricular school activities and clearly understand that Colaiste Pobail Setanta and DDLETB accept no responsibility whatsoever for any damage or accident caused by students involved in such tours/fieldtrips/outings.
3. I/We also acknowledge that I/We have been advised by Colaiste Pobail Setanta and DDLETB that it recommends that all students involved in tours/fieldtrips take out a comprehensive personal accident insurance policy arising from the fact that tour/fieldtrips/outings are optional extracurricular activities.
4. Parents/guardians will be informed of any college organised outings through text and or the school journal.
5. Should there be a cost involved it is the responsibility of the Parent/Guardian to ensure that this cost is paid in full prior to the event.

Please indicate acceptance on the Policy Acceptance Document you received with your Acceptance Form for Admission.

Circular
Letter M 20 /04

Mobile Phone/Personal Media Devices & Internet Use Agreement. Appendix 1

The College authorities cannot be responsible for the safe keeping of various items of electronic equipment students choose to bring to school. They do this entirely at their own risk and against College advice. Such items should be locked safely in the locker. Students are not allowed to use their phones / personal electronic equipment on College grounds. If a student brings phones / personal electronic equipment to school, this must be switched off, placed in a secure location and not visible at all times. Students should not have their phones / personal electronic equipment on their person at any time.

Students Guidelines

Stage 1:
Any equipment seen/heard/used on the College grounds or on a College trip/event will immediately be confiscated by staff, put in a confiscation envelope and given to the relevant Year Head.
The College authorities may check the device to ensure that it has not been used to photograph, film or record any other person or persons. It will be returned to the parent/guardian after 1 week.
If it has been used inappropriately, a meeting will be organised with Parent/Guardian to discuss the referral to the Board of Management.

Stage 2:
The second time any phones /personal electronic equipment is seen/heard/used on the College grounds or on a College trip/event, it will immediately be confiscated put into a confiscation envelope and given to the year head. The College authorities may check the advice to ensure that it has not been used to photograph, film or record any other person or persons.
If it has not been used inappropriately, it will be returned after one month to the Parent/Guardian
If it has been used inappropriately, a meeting will be organised with Parent/Guardian to discuss the referral to the Board of Management.

Stage 3:
The third-time any phones /personal electronic equipment is seen/heard/used on the College grounds or on a College trip/event, it will immediately be confiscated put into a confiscation envelope and given to the year head. The College authorities may check the advice to ensure that it has not been used to photograph, film or record any other person or persons.
If it has not been used inappropriately, it will be returned at the end of the semester to the Parent/Guardian. On the fourth occasion it will be returned at the end of the school year.
If it has been used inappropriately, a meeting will be organised with Parent/Guardian to discuss the referral to the Board of Management.

I have read the college's policy on personal electronic equipment and Internet use and agree to uphold the condition of this policy.

Please indicate acceptance on the Policy Acceptance Document you received with your Acceptance Form for Admission.

Internet Use Permission Form

Appendix 2

The College will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with: Data Protection (Amendment) Act 2003, Child Trafficking and Pornography Act 1998, Interception Act 1993, Video Recordings Act 1989, The Data Protection Act 1988

As the Parent/Guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son/ daughter/child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the College to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

In relation to the College website and other online platforms, I accept that, if the College considers it appropriate, my child's schoolwork may be chosen for publication. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work online.

Please indicate acceptance on the Policy Acceptance Document you received with your Acceptance Form for Admission.

Photo Consent Form

There will be many occasions during your son/daughter's time with us when we will want to photograph/record them and the activities they are involved in. CP Setanta is committed to promoting and celebrating learning, so photographs of students engaged in learning will be on display all over the College. We will also photograph teams, the student's council, committees, student on trips, and tutor groups in first year and sixth year. Please sign this form if you are happy for your child to be photographed/recorded, and for the images to be used in the following ways:

- On display in the College
- Published in College magazines, yearbooks, newsletters etc.
- Published in local and national publications and circulars.
- As part of the College website, facebook page, twitter feed
- On the College promotional material
- As part of classroom teaching and learning activities and for state examinations purposes.This Consent Form does not undermine the Colleges Learning Code, Anti Bulling Policy and Mobile Phone/Personal Media Devices & Internet Use in The School Policy.

Please indicate acceptance on the Policy Acceptance Document you received with your Acceptance Form for Admission.

Student, Parent/Guardian, Teacher Learning Contract

Student Learning Contract

As a Student I commit to:

- Following the Behaviour/Learning code:
- Treating everyone in the college with respect
- Treating the college and its facilities with respect
- Coming to school every day and on time
- Wearing my full uniform
- Organising my books and locker every morning/evening
- Bringing the correct books and equipment to class
- Always having my Student Device fully charged and in perfect working order.
- Following the classroom guidelines
- Listening carefully in class
- Participating in class/get involved in learning activities
- Doing my best in class
- Helping other student to learn
- Telling the teacher if I don't understand/asking question if I don't understand
- Always writing my homework, dates of test, and project deadlines into my Journal
- Always doing my written and learning homework to the best of my ability
- Having a folder for the notes teacher gives me
- Being a friend to others when they need it
- Taking responsibility for my actions
- Getting involved in extracurricular activities
- Being proud of doing well in school
- Representing my college with pride

Please indicate acceptance on the Policy Acceptance Document you received with your Acceptance Form for Admission.

Parent/ Guardian Learning Contract

As a Parent/Guardian I commit to:

- Sending my son/daughter to school every day and on time
- Sending my son/daughter to school fully prepared to learn –in uniform and with all the books and equipment they need.
- Checking homework and the journal every day.
- Writing a note to the teacher if my son/daughter has tried his/her best and really can't do their homework.
- Helping my son/daughter develop good organisational skills to manage timetables and lockers
- Providing a good learning space for my son/daughter to complete homework/assignments and study for exams
- Helping my son/daughter study/testing my child before an exam
- Helping my son/daughter develop their own learning style
- Encouraging my son/daughter to work hard and do their best in school
- Communicating with the teacher regularly
- Letting the college know if my son/daughter is absent from school
- Ensuring that my son/daughter brings a healthy lunch to school every day
- Informing my son/daughter's tutor if there are issues affecting their learning
- Encouraging my son/daughter to become involved in extracurricular activities
- Working with and supporting teachers

Please indicate acceptance on the Policy Acceptance Document you received with your Acceptance Form for Admission.

Teacher Learning Contract

As a Teacher I commit to:

- Creating a positive, friendly, caring, safe and happy classroom
- Being prepared and on time for every class
- Treating all students fairly and with respect
- Being friendly and calm when working with students
- Listening to and valuing every student's opinions and points of view
- Answering students questions, and helping students if they don't understand
- Encouraging every student's questions, and encouraging every student to participate
- Supporting every student's learning needs
- Using various methodologies and learning stimuli in my class
- Challenging every student to reach the highest academic achievement
- Helping students develop study plans before formal exams
- Identifying the learning intentions at the beginning of every lesson
- Writing homework on the board well before the end of the lesson
- Checking that homework is done in every lesson, and giving feedback on correct work promptly
- Encouraging student to get involved in extracurricular activities
- Communicating regularly with parents/guardians
- Getting involved in school development activities
- Developing and sharing resources with colleagues
- Supporting existing and new staff
- Continuing my own professional development

Our Learning Code

Learning is the most important activity in this college. You are here to learn. So are other students. If you interrupt learning, you will be given a Reminder Note or a Report Note and extra work to do:

Green Reminder Notes: (first one or two times only)

- Coming late to class
- Student Device not charged
- Coming to class without the correct books/copies/equipment/uniform
- Coming to class without the correct homework completed and in class to show your teacher

Amber Report Notes: Please note that a student's behaviour may warrant a Report Note being issued in the first instance

- Talking/messing/interrupting learning after being asked to stop
- Disrespectful language or behaviour
- Reminder Note work not completed/presented
- Not co-operating with College Staff
- Continuing to come to school without full uniform
- Inappropriate use/misuse of Student Personal Device (See Acceptable Use Policy)

Red Suspension Notes: issued by Year Heads to students "On Report" whose behaviour warrants a Report Note.

Report Stage	Positive Behaviour
Stage 1 • 5 Reminder Notes + extra work • Behaviour Review Form to fill out at home • 5 Report Notes + extra work • On Report for 10 days • 5 Suspension Notes while "On Report" – 1 day suspension	**Positive Behaviour:** ✓ Blue Merit note in journal ✓ Positive comment by tutor in journal ✓ Merit awarded in journal ✓ Phone call to/Meeting with parent/guardian ✓ Cards posted home ✓ Student of the Month/Class of the Month
Stage 2 • 5 Reminder Notes + extra work • 5 Report Notes + extra work • Meeting with parent/guardian • Meeting with Behaviour Team to discuss behaviour • On Report for 10 days • 5 Suspension Notes while "On Report" – 2 day suspension	**Student Supports:** ✓ Learning Report ✓ Individual Behaviour/Organisation Plan ✓ Tutor Review ✓ Merit Competitions/Student of the Month ✓ Learning Support teachers ✓ Language Support teachers ✓ Guidance Counsellor ✓ Homework Club ✓ Meitheal ✓ Supervised Study ✓ Fit Club

Stage 3

- 5 Reminder Notes + extra work
- 5 Report Notes + extra work
- On Report for 10 days
- Meetings with parent /guardian every week to review Reports
- 5 Suspension Notes while "On Report" – 3-day suspension
- Your file may be referred to the Board of Management

Student Awards

- ✓ Certificates of Excellence in every subject
- ✓ Díogras Awards
- ✓ Yearhead Awards
- ✓ Meitheal Award
- ✓ Misneach Awards
- ✓ Spirit of Setanta Awards
- ✓ Academic Achievement Awards
- ✓ Sports Star of the Year Awards
- ✓ Students of the Year Award

Stage 4:

- 5 Reminder Notes + extra work
- 5 Report Notes + extra work
- On Report for 10 days
- Meetings with parent/guardian
- 5 Suspension Notes while "On Report" – 4 day suspension
- Your file will be brought to the Board of Management.
- You may be asked to leave the college (Suspension/Expulsion)

Stage 4: Suspension/Expulsion:

- Refusal to co-operate with a staff member
- Gross disrespect to any member of the college community
- Fighting
- Theft
- Vandalism
- Bringing illegal substances into the college
- Bullying
- Inappropriate/Unsafe/Intimidating Behaviour
- Inappropriate use of Student Personal Devices
- Any behaviour which threatens the safety, security and learning environment of the College.

Please indicate acceptance on the Policy Acceptance Document you received with your Acceptance Form for Admission.

Uniform Policy Statement Approved by BOM 24-05-23

Every student is expected to present themselves in full uniform worn neatly and properly every day.

Please ensure that all items of your son/daughters' College uniform are clearly marked.

All items of the College uniform must be kept in good condition.

All students of Coláiste Pobail Setanta are expected to wear the College uniform coming to and going from school.

Only items purchased from the College suppliers, Grants of Manor Street, will be accepted as appropriate.

If a student comes to school with uniform items missing, he/she will receive a reminder note in their journal, which must be signed for the following day. This must be presented to the tutor before class the next morning.

Parent(s)/Guardians(s) will be contacted if there is an ongoing difficulty regarding uniform.

Hair should be neat and a natural colour, worn as appropriate for a formal setting.

Make up should be minimal and appropriate as for a formal setting. False eyelashes are not allowed.

Nails- natural length, natural colour, no false nails or bold varnish colours.

Jewellery - Students may wear two small studs in the lobe of each ear. Students may not wear rings, chains or bracelets. Facial piercings are not allowed.

Shoes - Plain black shoes should be worn, see school uniform shoes, and non-marking trainers for PE.

Appearance – Students must appear neat and tidy at all times; visible tattoos are not allowed.

Non-uniform items will be confiscated and must be collected by parents(s)/guardian(s).

Full school uniform must be worn on all school trips when mandated. Failure to do so will result in the student not being allowed to go on the trip.

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

UNIFORM MEMORANDUM

The College uniform is available from Grants Manor Street only.

GIRLS UNIFORM

- School Jacket with crest
- White blouse
- School kilt - tartan pleated / Grey School Trousers
- School Jumper - V-neck with crest.
- Black shoes.

BOYS UNIFORM

- School Jacket with crest
- White Shirt.
- School Jumper – V- neck with crest
- School Trousers – Grey
- Black shoes.
- School tie

PHYSICAL EDUCATION UNIFORM

- School Hoodie/3/4 Sports Sweater with crest, only to be worn with the PE uniform
- Plain White Sports Polo T-shirt
- School tracksuit bottoms with crest
- Non- marking trainers only.

Prefect Uniform

- Crested school blazer
- Uniform as above per gender

School Uniform Shoes

Boys Shoes that are allowed in Coláiste Pobail Setanta.

All Black, Leather

All Black, Leather

Girls Shoes that are allowed in Coláiste Pobail Setanta

All Black, Leather

All Black, Leather

Please indicate acceptance on the Policy Acceptance Document you received with your Acceptance Form for Admission.

Consent Form to attend Confidential One to One Guidance Sessions.

The whole school guidance programme in Coláiste Pobail Setanta aims to provide a safe environment for each student to grow and to develop personal, social, careers, educational and life choices.

Where appropriate, guidance counsellors provide a confidential one to one guidance counselling service to students. In this context the guidance counsellor may discuss a range of careers, educational, personal and/or social development issues.

If your son/daughter wishes to meet the guidance counselor on a one to one basis at any stage throughout their time in school your permission is required.

Colaiste Pobail Setanta's policy on confidentiality is attached.

Colaiste Pobail Setanta's policy on confidentiality is informed amongst others by the General Data Protection Regulations, GDPR, and the Children First Guidelines 2017.

Please indicate acceptance on the Policy Acceptance Document you received with your Acceptance Form for Admission.

Instructions for Online Payments

In order to facilitate ease of payment of school funds, Coláiste Pobail Setanta is now using the MIT online payment system *"enROL".* This means that you can pay voluntary contributions and other College fees through our secure online system by credit or debit card and keep track of payments paid and print off a receipt.

To set up your online payment account:

1. Go to the school **webpage** www.cpsetanta.ie
2. Scroll down the home page to the **'College Links'** box on the left.
3. Click into **'enROL-College Enrolment Payment System'**
4. For your first time to login select the **Create Account button.**
5. Enter your **child's first name, surname and PPS number**-
6. Press **NEXT**.
7. You will be asked to confirm if your address and contact details are correct and you must enter a valid email address for further communication. (**This email address will be used as your username**). You must also create and confirm a **password**. Keep a secure record of these as you will use them to login on future occasions.
8. Note that you can edit your child's personal and contact details on the system. If you notice an error in your details please click on the edit button and update once corrections have been made. Please tick the box confirming your details are now correct and click the **Confirm button**.
9. You will see at least two tabs in the payment screen depending on how many children you have attending Coláiste Pobail Setanta. Choose the **Family Tab** if you wish to pay a number of fees **or** choose your **child's name** if you wish to make a payment against that individual.
10. Choose the **amount** you wish to pay from the payment dropdown and click the **Next** button.
11. **Enter your credit/debit card details** as instructed on the screen and click on the **Next** button. If you have any difficulties at this stage, please phone the College Front Office on 016402403
12. You can print and/or save your receipt.

Please support our efforts to reduce the amount of cash and cheques we deal with in the College Front Office and to make our payment system more efficient.

Thank you for your contribution,

Yours sincerely,

_____

Liam Walsh, Principal.

Please indicate acceptance on the Policy Acceptance Document you received with your Acceptance Form for Admission.

Data Protection

The Board of Management of Coláiste Pobail Setanta, a committee of DDLETB, 1 Tuansgate, Belgard Square East, Tallaght, D24, is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for DDLETB is Anne Deans and can be contacted at 014529600.

The personal data supplied on this Application Form is required for the purpose of:

- Assessment of admission criteria;
- Allocation of teachers and resources to the school
- School administration,

All of these tasks carried out pursuant to various statutory duties to which DDLETB is subject. The processing of the personal data supplied on this Application Form is therefore carried out in line with Article 6(c) of the General Data Protection Regulation.

Failure to provide the requested information may result in the application being deemed invalid and an offer of a place may not be made.

The personal data disclosed in this Application Form may be communicated internally within DDLETB for the purpose of determining the applicability of the selection criteria and possibly with the patron or board of management of other schools in order to facilitate the efficient admission of students, pursuant to section 66(6) of the Education Act 1998 as inserted by section 9 of the (Admissions to Schools) Act 2018.

The personal data provided in this Application Form will be kept for 7 years from the date on which the Applicant turns 18 years of age, unless there is a statutory requirement to retain some or all elements of the data for a further period or indefinitely, in line with DDLETB's Data Retention Policy, which can be found at www.ddletb.ie

A copy of the full DDLETB Data Protection Policy is available at www.ddletb.ie

Any person who provides personal data through this Application Form has a right to request access to that data. S/he also has a right to request the changing of any information if it is factually incorrect. A request for erasure of the data can also be made by or on behalf of the data subject but this will only be acceded to where the data is no longer necessary for the purpose for which it was collected and where DDLETB does not have a legal basis for retaining it.

If you as a data subject have any complaints regarding the processing of your personal data, you have the right to lodge a complaint with the Data Protection Commission.

Please indicate acceptance on the Policy Acceptance Document you received with your Acceptance Form for Admission.