



## Luttrellstown Community College – School Information

### Break and Lunchtime

- **Small break:** 10:36 – 10:51.
- **Lunchtime:** 12:47 – 13:27 for all students. First 20 minutes:
  - **1st Years** in base rooms **and Senior students** – eat in their allocated areas/classrooms.
  - **2nd and 3rd Year students** – eat in the GP area, then go to their designated outdoor space.

### Leaving the Premises at Lunchtime

- **Juniors (1st, 2nd, 3rd Years)** must remain on school premises.
- **Seniors (TY, 5th, 6th Years)** may leave the school premises at lunchtime. This privilege is afforded to students on the understanding that they will act responsibly, safely, and respectfully always, both within the school community and in the wider local area.
- This privilege may be revoked at any time if a student's actions bring the College into disrepute or if there is an issue with punctuality on return to lessons.
- Access to bathrooms and related protocols will be explained to students at induction.

### Lockers and Changing Rooms

- Lockers cost €20 and can be purchased via the College website (MIT icon).
- Lockers will be allocated within the first few weeks of term.
- On PE days, students may wear their LCC /CnaT PE uniform to school.



### Office Hours

- Monday – Thursday: 9:00am – 3:30pm. (Closed for lunch 12.30 to 1.30pm on Mondays)
- Friday: 9:00am – 12:30pm
- Appointments: phone 01-8228060 or email [info@luttrellstowncc.ie](mailto:info@luttrellstowncc.ie)

### Code of Positive Behaviour

- All students and parents should be familiar with the Code of Positive Behaviour.
- The policy section in the student journal must be signed at the start of the school year.

### Leaving School Early

- Students must not leave during school hours without permission.
- Permission must be requested in writing in advance by parents/guardians and signed by the Tutor/Year Head in the journal or preferably entered on Tyro. Students sign out at the school office before leaving.
- Appointments should be arranged outside school hours where possible.
- Junior students leaving mid-day must be collected from the school office by a parent/guardian.
- Parents must not contact a student's mobile phone to arrange early collection — all communication must go through the school office or journal. Nor should a student use their phone to contact a parent to say they are sick, this is a breach of the College's Code of Behaviour.

### Mobile Devices

- Phones/electronic devices must be powered off on school grounds.
- The school is not liable for lost or stolen devices.
- In exceptional circumstances, students may request to use the school office phone to contact home.
- All student iPads in use are for educational purposes only and must contain device management software installed by Wriggle.
- Breaches will result in confiscation of the device in line with the Acceptable Use Policy (AUP).

### Student Journal

- The journal, in addition to Tyro is the primary communication method between home and school.
- Students must bring their journal to all classes, maintain it in good condition, and record homework daily.
- Parents/guardians should check and sign the journal weekly.

### School Uniform

- Uniforms are available from Grants and Leddy's.
- Full uniform requirements are on the College website (Parents section).
- School shoes must be black (including soles/logos).
- LCC/CnaT PE leggings are required as part of the PE uniform or plain black bottoms (no logos)

- The only acceptable jacket is the official LCC/CnaT black jacket.

### Timetable

- School starts at 8:28am.
- The school building opens at 8:00am.
- Students should be on site and ready for Tutor class by 8:20am.
- Late arrivals require a note in the journal or a parent/guardian note on Tyro

### Parking & Collection

- Please be mindful of local residents and access to their properties when dropping off/collecting students.

### Cycling / E-Scooters

- Students are encouraged to walk or cycle to school.
- Cyclists should lock bikes, wear hi-vis clothing, have lights, and wear helmets.
- The school is not responsible for stolen bikes.
- ***E-scooters and motorised bikes are not permitted on school grounds.***

### College Calendar

- Available at: [www.luttrellstowncc.ie](http://www.luttrellstowncc.ie)

### Child Protection Procedures

- The College follows the Department of Education Child Protection Procedures.
- Concerns regarding possible abuse (neglect, emotional, physical, sexual) must be referred to Tusla.
- **Designated Liaison Person (DLP):** Principal Siobhán Moran
- **Deputy DLP:** Príomhoide Tánaisteach Daithí Ó Murchú
- Safeguarding Statement available on the College website.

### Student Attendance

- By law, students aged 6–16 must attend school or receive an alternative approved education.
- Parents must notify the school of absences and provide reasons in writing via the journal.
- Absences of 20+ days in a school year will be reported to the Educational Welfare Services (Tusla).

### Healthy School

- Do not bring nuts or nut-based products to school due to severe allergies.

### Medication

- Students requiring inhalers, EpiPens, or diabetic medication should have them on hand unless an arrangement is made with the school.
- Inform the Year Head/Tutor if medication is required so staff can be informed.

### ICT Updates – Home-School Communication

- Tyro – primary communication tool for parents/guardians. Please install the Tyro App or access via school website
- Features: assessment reports, attendance, behaviour, timetable, absence notes.
- Invitations to join tyro are sent to parent/guardians' registered email address.
- Username to login is parent/guardian's email address. Password then created by user.
- **School Website & iClass App** – source for curricular and extracurricular updates.
  - Download *iClassCMS* from app stores, enter school name and code 69772
  - CnaT iclass code is 50661