

St. Michael's Community College



Summer Information 2026/2027

Find What You Need: Click on a topic in the contents to jump straight to that section.

Contents

School Calendar & Return Dates.....	0
Effective Communication.....	1
Internet, Devices and Acceptable Use.....	2
Code of Behaviour.....	2
Day to Day Procedures.....	3
1. Uniform and Footwear.....	3
2. Lunch-Time Permission.....	3
3. Homework Diary.....	4
4. School Books.....	4
5. Lockers.....	4
6. Attendance, Punctuality and Appointments.....	4
7. School Activities and Educational Trips.....	4
8. Meeting a member of staff.....	4
9. Dangerous items, Smoking, Vaping and Substance Misuse.....	5
10. Jewellery.....	5
Parents of First Years.....	5
School Services.....	5
Child Safeguarding.....	6
Bí Cinealta : Bullying Prevention Policy.....	6
Over 18s.....	6
Where to Find Information During the Year.....	7
Checklist for August 2026.....	7

School Calendar & Return Dates

August 2026 Aug 28: Friday - 1st year 08:55 – 13:10 Aug 31: Mon - 1st , 3rd & 6th years 08:55 – 03:40	September 2026 Sept 1: Tuesday – 1st, 2nd, 4th, 5th & 6th Sept 2: Wednesday – Transition Year Induction Sept 28: Closed today - Wellbeing Day
October 2026 Oct 1: Thursday – School closed for teacher training Oct 6: Tuesday – Open Night 7 pm to 8:45pm Oct 05 - 23: Autumn Assessment Period Oct 26 – 31 inclusive, mid term break	November 2026 Nov 05: Thur, Parent Teacher Meeting for 1st & TY Nov 17: Tues, Parent Teacher Meeting for 3rd & 6th
December 2026 Dec 03:Thur, Parent Teacher Meeting for 5th & 2nd Dec 22: Last day of Term 1	January 2027 Jan 06: First day of Term 2
February 2027 Feb 01: Closed, bank holiday Feb 02 - 12: Spring Assessment Period (inc mock exams) Feb 13 – Feb 19 inclusive: Spring Mid-Term Break	March 2027 Mar 17; Closed, St. Patrick's Day Mar 27 – Apr 4 inclusive: Easter Holidays
April 2027 Apr 05: Monday – First Day of Term 3	May 2027 May 03: Closed, Bank Holiday May 31 - June 4 ; Summer Assessment Period May 26: Wed, Class of 2026 Graduation @ 1:30pm May 31: Transition Year Graduation @ 12:30 pm
→ Full calendar linked in the school website www.stmichaelscc.ie → Copy of the calendar will be made available in student's diaries	June 2027 June 05: Summer Holidays Begin June 09: State Examinations Commence

Communication & Staying Connected

We are a relatively small school and we pride ourselves on getting to know our students and families well. If you have a concern, a question or simply need advice, please contact the school office in the first instance. We will ensure that your query is directed to the appropriate member of staff and followed up as quickly as possible. Many concerns can be resolved quickly through a simple conversation, and we encourage parents to contact us early if an issue arises. Whether your query relates to attendance, wellbeing, learning, friendships, guidance, subject choice or any other aspect of school life, we will always do our best to help

School Office: 065 9050021
Email: stmichaelscc@mihil@lcebtb.ie

Mobile Phones:

Mobile phones may only be used with a teacher's permission for learning purposes. Phone use is not permitted at any other time during the school day, except where specific accommodations have been approved by the school. Our aim is to create a safe, respectful and distraction-free environment where students can focus on learning during class time and develop positive face-to-face communication skills during break times.

Student Emails:

Each student is assigned a school email account ending in @stmichaelscc.ie. This account is for educational purposes only and allows students to access Google Workspace and other school learning platforms. Students are expected to protect their passwords and use their accounts responsibly. .

Parental Access:

Parents are encouraged to access and review their child's Google Workspace regularly, including school email and Google Classroom. These accounts are the online equivalent of a school journal, copies, class notes and learning materials. It is worth taking the time to explore them.

Permission Forms:

Please update your permission forms for our records. A link to a digital permission form will be sent in school text for convenience.

Alternative Contact Person:

It is essential that the school has the details of an alternative contact person who can be reached in the event of an emergency or if a student becomes unwell during the school day and parents are unavailable. Please notify the school of any changes to these details.

Mobile Phone Numbers/Change of Address/Email Address:

It is vital that the school has your current mobile phone number and email address. These are used for emergency contact and school communications. Please inform us promptly of any changes to your address, mobile number or email address and update your preferred contact details on the form linked at the end of this booklet.

Way2Pay:

School costs, trips and other charges are paid online through Way2Pay. Please note that we can no longer accept cheques as a method of payment.

Parents can access their Way2Pay account at www.way2pay.org using the mobile phone number registered with the school as their preferred contact number. The country code 353 should be used in place of the leading 0. You will be prompted to create your own password when logging in for the first time. Further information and support are available here: [Link to Information](#)

Internet, Devices and Acceptable Use

Please review the Acceptable Use Policy. You will receive a link by school text to give or not give:

- ☐ Permission for your child to access the internet and use a school email account for educational purposes.
- ☐ Permission for photographs or videos of your child to be used on the school website and official school social media platforms without identifying information.
- ☐ Acknowledgement of the school's mobile phone expectations and procedures.

Code of Behaviour

Respect, responsibility and kindness are central to life in St Michael's Community College. Our Code of Behaviour helps create a safe, positive and orderly environment where all students can learn and thrive. Parents are encouraged to read the full Code of Behaviour, available on our website, and discuss it with their son or daughter before the start of the school year. You will find that the school rules are designed to be encouraging and supportive.

Day to Day Procedures

1. Uniform and Footwear

The school uniform is an important part of school life in St Michael's Community College. It promotes equality, belonging and pride in our school community and is strongly supported by parents. The full Uniform Policy is linked in the appendix and parents are asked to familiarise themselves with it before the start of the school year.

- The school uniform must be worn correctly each day.
- Sensible black leather shoes must be worn as part of the uniform. Runners, canvas shoes, ballet pumps and platform footwear are not permitted.
- The PE uniform consists of navy tracksuit bottoms or plain navy leggings and a plain white T-shirt or school PE top.
- PE gear is worn for PE classes only. Students should be in full school uniform for all other classes.
- Exceptions apply, following consultation with parents, for students with documented sensory intolerance to uniform material and feel.
- We ask parents and guardians to ensure that students leave home each morning in full school uniform. Parents and guardians play a vital role in supporting our uniform expectations. We ask that students leave home each morning in full school uniform. When this does not happen, valuable school time can be spent resolving issues that could have been addressed before the school day began.
- Tyler's, Kilmihil, and Family Store, Kilrush, stock the school uniform.

School Shoes Acceptable examples: All black, preferably leather.		
Unacceptable examples: Any footwear that is not completely black		

2. Lunch-Time Permission

Senior students (Transition Year, Fifth Year and Sixth Year) may only leave the school grounds at lunchtime with parental/guardian permission. Any changes to these arrangements must be notified to the school in writing.

3. Homework Diary

The school diary remains an important means of communication between home and school. Students are expected to:

- Record homework and important information daily.
- Present the diary when requested by a teacher.
- Keep the diary neat and in good condition.
- Record assessment results and learning targets.

Parents are asked to review and sign the diary weekly and to support students in monitoring their progress. Homework and additional information may also be posted online.

4. School Books

All books provided under the Schoolbook Scheme remain the property of the school and should be treated with care. Students are expected to keep books neat, free from graffiti and stored securely in their lockers.

5. Lockers

Our students are issued with lockers, locks and keys in the first week of the school year. Students are encouraged to keep lockers locked at all times. Valuables should not be stored in lockers and may be handed into the office for safekeeping during the school day. The school cannot be responsible for items that go missing from lockers. Valuables should not be kept in the locker, and may be handed into the school office for safe keeping during the school day.

6. Attendance, Punctuality and Appointments

Good attendance and punctuality are important habits that contribute significantly to student success.

- If a student is absent, late or needs to leave school during the day, a note from a parent/guardian must be provided. Students leaving school for appointments must obtain permission before signing out at Reception.
- Students arriving late must sign in at Reception. Good punctuality is an important life skill. Where lateness becomes a concern, we will work with students and families to improve attendance and punctuality.
- Students may not leave the school building or grounds without permission. This is important for student safety and our duty of care. Leaving school grounds without permission is considered a serious breach of school rules.
- We recommend that routine medical or dental appointments be confined to holidays or Wednesday afternoons. We understand that it is not always possible for students with ongoing conditions.

7. School Activities and Educational Trips

Parents/guardians will be informed in advance of school outings and educational activities. Written parental consent will be obtained where required.

8. Meeting a member of staff

Parents wishing to meet with the Principal, Deputy Principal or a teacher should contact the school office on 065 9050021 to arrange an appointment. Please report to Reception on arrival.

9. Dangerous items, Smoking, Vaping and Substance Misuse

Smoking, vaping and the use of prohibited substances are not permitted on school premises or during school activities. Students who enter the school in possession of any item deemed by management to be a danger to self or others will be dealt with in accordance with the Code of Behaviour.

10. Jewellery

Students may wear discreet jewellery in accordance with the Code of Behaviour. This means small items that are safe, unobtrusive and appropriate for a school setting.

The school reserves the right to determine whether jewellery is excessive, inappropriate or presents a health and safety concern. Students may be required to remove jewellery that does not meet school expectations.

Parents of First Years

The move from primary school to post-primary school is an exciting milestone, but it can take time for students to adjust to the many changes they encounter.

First Year students quickly discover that they have more teachers, more subjects, more books and a larger school environment to navigate. They must learn new routines, move between classrooms, manage a locker, organise materials for different subjects and become familiar with a longer school day. At times, this can feel overwhelming, particularly during the first few weeks.

The good news is that most students settle very quickly. They make new friends, gain confidence and soon become comfortable with the routines of secondary school. Every year we see students arrive feeling nervous and, within a short time, become confident and fully involved members of the school community. Students who find breaktimes and lunchtimes overwhelming may retreat to the Den, a quiet space for board games or reading. (Not so quiet when Jenga gets competitive!)

Parents and guardians can help greatly during this transition by:

- **Checking that the correct books, copies and equipment are packed each evening.**
- **Helping students organise homework and avoid leaving work until the last minute.**
- **Looking over the timetable together during the first few weeks.**
- **Encouraging students to talk about any worries or concerns as soon as they arise.**
- **Contacting the school promptly if there are concerns about friendships, bullying, wellbeing or settling in.**

Most importantly, remind your child that they do not have to figure everything out on the first day. Support is always available. By the end of their first day, students will know where to go, what to do and who to turn to if they need help. Our staff and student support systems are there to ensure that every student feels welcome, supported and part of our school community. We have extensive experience and are very happy to share it should you or your child encounter any issue.

 **Top tip for parents new to our school** 

If you think there is an issue, speak to us as soon as possible!

School Services

The Student Services fund helps us provide the wide range of supports, resources and services that students use throughout the school year, without having to revert to parents repeatedly for contributions towards individual items.

It covers insurance (24-hour cover), locker rental, photocopying, software and ICT licence fees, upkeep of chromebooks, reading, spelling & CAT testing etc.

- *Please pay on Way2Pay under Student Services 2026/2027, on or before the first day of term*
- **Other Costs:** Parents of 3rd and 6th year students should be aware that there is a fee for the mock examinations. **Exam papers required by 3rd years and 6th years will be purchased by the school.**
- **Financial Difficulty:** We are aware that occasionally some families experience difficulties and cannot make payments on time. If you are experiencing financial difficulty, and if you wish to speak to us, rest assured that any discussion will be treated sensitively and in confidence.

Child Safeguarding

The safety and wellbeing of our students is our highest priority. Each year, the school reviews its Child Safeguarding Statement and Risk Assessment to identify and address any potential risks of harm to children in our care.

The Child Safeguarding Statement outlines the measures and procedures that are in place to protect students and to ensure that our school meets its safeguarding obligations. The statement is available to all staff, parents and guardians and is displayed in Reception. Copies are also available on request.

Bí Cinealta : Bullying Prevention Policy

The key to addressing bullying, within the school environment, is the fostering of an ethos under which bullying is unacceptable to all members of the school community. A school wide anti-bullying ethos is enhanced and supported by:

- The development of a school wide anti-bullying policy.
- A climate that encourages the disclosure of bullying behaviour - See it ? Say it.
- Anti-bullying awareness raising measures amongst teachers, students and parents.
- A school wide agreement regarding procedures and supports.
- Collaboration with local agencies.
- Ongoing evaluation of the overall effectiveness of the anti-bullying work

We take the wellbeing and comfort of our students very seriously, and we act on every report or hint of bullying behaviour.

Over 18s

Students who turn 18 acquire additional rights under data protection legislation. Consent forms will be provided directly to students and families when required. We may not discuss your 18 year old son's/daughter's progress with you without their signed consent. All school correspondence must now be addressed to your 18 year old son/daughter. This includes school reports, letters regarding progress, conduct, attendance, etc. Parent teacher meetings may now be attended by your 18 year old son/daughter. Should you wish to continue to attend you must have their signed consent. I assure you that we will continue to work for the best outcomes for all of our students.

SAMPLE FORM: Student Consent Form for Correspondence & Parent Teacher Meetings

I am aware of my rights under the General Data Protection Regulation. All school correspondence must now be addressed to me. This includes school reports, letters regarding progress, conduct, attendance, etc.

1. My parents may receive this correspondence if they have my signed consent.

I give my consent ☐ I do not give my consent ☐

2. Parent teachers meetings may now be attended to me. My parents may attend with my signed consent.

I give my consent ☐ I do not give my consent ☐

Student _____ Date _____

Where to Find Information During the Year

To help families stay informed, we use a number of communication channels throughout the school year. Different types of information may be communicated in different ways.

- Your personal email - communicating with you directly about your child and school life.
- School Website – School calendar, policies, news and general school information.
- VShare – Attendance, reports, assessment results and academic information.
- School Email (@stmichaelscc.ie) – Communication between teachers and students relating to teaching and learning.
- Google Classroom – Homework, class materials, assignments, resources and feedback.
- Text Messages – Urgent notices, reminders, permission links and important updates.
- Social Media – Celebrating student achievements, school activities and events.

If you are unsure where to find information, or if something is causing concern, please contact the school directly. We are always happy to help.

Checklist for August 2026

- ☐ Completed permission forms (link will be sent by school text for convenience)
- ☐ Student Services paid on Way2Pay
- ☐ Return dates checked on the school calendar.
- ☐ Reviewed the policies on this website.