



WELCOME TO

HANSFIELD ETSS

Learning Through Discovery

**NEW STUDENT &
PARENT/GUARDIAN GUIDE**

Frequently Asked Questions

A practical guide to starting, learning and belonging at Hansfield ETSS.

Barnwell Road, Hansfield, Dublin 15, D15 TF6F

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Welcome to Our School Community

What this guide covers and how to use it

Starting a new school is an important milestone. We want every student and family to feel informed, welcomed and confident from the beginning. This guide brings together the questions most frequently asked by students, parents and guardians and explains the routines, supports and opportunities that form everyday life at Hansfield ETSS.

A note from the school

Our staff work in partnership with students and families. Please ask questions, share relevant information and contact us early if support is needed. Small concerns are usually easier to resolve when they are raised promptly.

Quick Contact Details

Address	Barnwell Road, Hansfield, Dublin 15, D15 TF6F
Telephone	01 861 4729
Email	info@hetss.ie
Website	www.hansfieldsecondary.ie

Before the First Day

- Read the return-to-school information and school calendar sent to families.
- Check that the school has current contact, emergency and medical information.
- Confirm the required device, books and stationery arrangements for the student's year group.
- Review the Dress Code and plan a safe route to and from school.
- Prepare a school bag, reusable water bottle, lunch and any specialist equipment required.
- Encourage the student to ask for help - staff and student mentors are ready to support them.

Our School Values

The principles that guide how we learn and work together

Our motto, **Learning Through Discovery**, reflects our belief that students learn best when they are curious, active and supported.



Hansfield ETSS
Learning Through Discovery

OUR VALUES

RESPECT
We treat each other with kindness and consideration.

INCLUSIVITY
We embrace diversity and ensure everyone feels valued and included.

HONESTY
We act with integrity and speak the truth.

OPENNESS
We are open to new ideas, feedback and different perspectives.

COMMUNITY
We support and care for each other, building a strong school community.

PARTNERSHIPS
We work together with others to achieve shared goals.

Learning Through Discovery

What the values look like in practice

We listen respectfully, include others, tell the truth, welcome feedback, care for our community and work in partnership. These expectations apply to students, staff, parents, guardians and visitors.



Getting Here & the School Day

Travel, arrival, attendance, breaks and lunch

Where is Hansfield ETSS?

The school is located on Barnwell Road, Hansfield, Dublin 15, D15 TF6F. A school map and current travel information are available on the school website.

Walking or Cycling Many students walk or cycle. Students should use safe routes, follow road-safety guidance and secure bicycles in the designated area.	Public Transport Dublin Bus routes 39 and 39A serve the wider area. Hansfield Train Station is also nearby. Families should check current timetables before travelling.
By Car Please allow extra time at busy periods, follow traffic-management arrangements and avoid stopping where students or other road users may be placed at risk.	School Transport The school does not operate its own private bus service. Information about the national School Transport Scheme is shared when relevant.

What time does school begin and finish?

Classes begin at 8:45am. Students should aim to arrive by 8:30am so that they can organise their belongings and be ready for the first lesson. The normal school day finishes at 3:30pm from Monday to Thursday and at 1:02pm on Friday. Any changes or early closures are communicated in advance.

What happens if a student is late or absent?

Good attendance and punctuality are essential for learning. Parents or guardians should follow the school's absence-notification procedure and provide an explanation promptly. Students who arrive late must follow the school's sign-in arrangements.

Are there breaks during the day?

There is a morning break and a lunch break. Students may use the canteen and designated indoor or outdoor social areas. Junior Cycle students remain on the school site. 5th and 6th Year students may leave school site for lunch. Lunch arrangements are communicated directly to the relevant year groups.

Dress, Devices & Personal Belongings

Simple routines that help the school day run smoothly

Does the school have a uniform?

No. Hansfield ETSS has a Dress Code rather than a uniform. Clothing should be suitable for a learning environment and must support safety, dignity and participation. Students must follow any additional safety requirements for subjects such as Science, Engineering, Wood Technology, Home Economics, Art and Physical Education.

What is the rule on personal phones and headphones?

Phones must be switched off and kept in the student's bag during the school day. Headphones and other personal devices should also remain in the bag unless a teacher has given specific permission. Items seen or used contrary to school procedures may be confiscated. The school cannot accept responsibility for personal devices that are lost, damaged or stolen.

Will a student need a school device?

Hansfield ETSS uses digital technology to support learning. Device requirements are confirmed for each year group before the school year. Where a device is required, families receive ordering and support information, including details of the approved provider. Students should bring the device fully charged, in a protective case, and use it only as directed by staff. All devices must be bought through our supplier, Wriggle.

Are lockers available?

Locker arrangements are confirmed at the beginning of the year. Where a locker is assigned, the student is responsible for keeping it secure and using it only at the permitted times. Students should not share keys, combinations or access with others.

Daily essentials

A charged school device (where required), student journal, pens and pencils, required books or copies, lunch and water, and any subject-specific equipment. Clearly label personal items.

What happens to lost property?

Students should check the designated lost-property area and speak to their Tutor or Year Head. Valuable items should not be brought to school unless they are required for learning.



Learning at Hansfield ETSS

Tutor groups, subjects, programmes and Ethical Education

Will students have one classroom and one teacher?

Students belong to a Tutor Group, which provides a familiar base and a key point of support. They are taught by different subject teachers and move between general and specialist classrooms. Teachers use seating plans to support learning, inclusion and classroom organisation.

What subjects are studied in Junior Cycle?

Students study core subjects and a range of option subjects and short courses. The programme includes English, Irish (unless an exemption applies, then students will study Irish Language & Culture), Mathematics, History, CSPE, SPHE, Physical Education and Ethical Education. Language and subject options are confirmed through the subject-choice process and are subject to available places, staffing and timetable arrangements.

What programmes are available in Senior Cycle?

The school provides a range of Senior Cycle pathways, which may include Transition Year, Leaving Certificate Established (LCE), the Leaving Certificate Vocational Programme (LCVP), from September 2026, this will now be known as Leaving Certificate Life, Community and Work (LCW) and Leaving Certificate Applied (LCA). Students and families receive guidance before programme and subject choices are made.

What is Ethical Education?

Ethical Education is taught from First Year to Sixth Year. Students explore values, belief systems and worldviews, equality, justice, human rights, sustainability and responsible participation. The subject encourages respectful discussion, critical thinking, reflection and informed action.

Can a student be exempt from studying Irish?

Applications for an exemption are considered under the current Department of Education & Youth rules. Families should contact the school and provide the required evidence. An exemption is not automatic and must be formally approved.

Subject choices

Options can sometimes be adjusted shortly after the school year begins, but changes are limited by class size, available places and the timetable. Students should speak to their Year Head or Guidance Counsellor as early as possible.

Assessment, Homework & Learning Resources

How progress is supported and communicated

How is student learning assessed?

Assessment happens throughout the year through classroom participation, practical work, assignments, homework, projects, presentations, class tests and formal assessments. Junior Cycle students also complete Classroom-Based Assessments (CBAs) and other components required by the national framework.

How will students know how they are progressing?

Teachers provide feedback to help students understand what they are doing well and what they should improve next. Students are expected to engage with feedback, correct work and set achievable learning goals. Reports and parent-teacher meetings provide additional opportunities to review progress.

Is homework given?

Yes. Homework may include written work, reading, revision, research, preparation, practical tasks or work set through Microsoft Teams. Students should record tasks carefully, meet deadlines and ask for clarification when needed in their Dialann (student journal).

Are school books and stationery provided?

The school participates in the Free School Book Scheme. Resources are provided within the annual funding allocation and in line with school policy. Books and reusable items remain school property and must be cared for and returned when requested. Families receive a list of any additional personal items that are required. Please check our website for the school policy on School Books, Stationery, and Educational Resources.

What if a student's device is not working?

The student should tell the teacher promptly and follow the school and provider support procedures. A technical problem does not remove the responsibility to engage with learning, so an alternative arrangement may be provided where possible.

Organisation matters

Students should check their timetable each evening, charge their device, pack the correct equipment and use their Dialann or digital tools to plan homework and deadlines.

Are assessments used to decide whether a student can attend the school?

No. Any assessment completed by an incoming student is used to understand strengths, identify possible supports and help the school plan teaching and learning. It is not a pass-or-fail entrance examination.

Support, Inclusion & Wellbeing

Knowing who to ask and how we work together

Who should a student speak to when they need help?

The first point of contact may be the subject teacher or Tutor. Each year group also has a Year Head. Depending on the issue, support may be provided by a Deputy Principal, Guidance Counsellor, Additional Educational Needs (AEN) team, English as an Additional Language team, Special Needs Assistant or another appropriate member of staff.

1. Subject Teacher	Questions about a lesson, homework, materials or progress in a subject.
2. Tutor	Everyday support, organisation, settling in or a concern affecting school life.
3. Year Head	Attendance, behaviour, wellbeing, repeated concerns or year-group matters.
4. Student Support Team	Additional educational needs, guidance, EAL, wellbeing or coordinated support.
5. Senior Leadership	Serious, urgent or unresolved matters requiring school-level action.

How are Additional Educational Needs (AEN) supported?

Support is planned according to identified need and available resources. This may include differentiated teaching, small-group or individual support, student support planning, assistive technology, reasonable accommodations and SNA support where allocated. The school works with families and relevant professionals to support access, participation and progress.

What support is available for students learning English?

Students for whom English is an additional language may receive targeted support. Teachers also use inclusive classroom strategies to help students access subject vocabulary, instructions and learning tasks.

What is An Cosán?

An Cosán is the school's provision for students enrolled in special classes for students with Autism. Students are part of the wider Hansfield ETSS community and participate in learning and school life in ways that reflect their strengths, needs and their Student Support Plans (SSP's).

What should a student do if they feel unsafe, worried or excluded?

Tell a trusted adult immediately. The school takes wellbeing, bullying and safety concerns seriously. Students should not try to manage serious concerns alone, and families are encouraged to contact the school promptly.

School Life Beyond the Classroom

Friends, clubs, student voice and celebrations

What facilities are available at break and lunch?

Students can use the canteen and designated indoor and outdoor social areas. Outdoor courts and activity spaces may be available at specified times and under the arrangements set by the school.

What clubs, teams and activities are available?

A range of lunchtime and after-school activities is offered each year, depending on student interest, staff availability, facilities and the school calendar. Examples may include team sports, basketball, soccer, drama, music, choir, debating, book club, mathematics activities, creative projects and STEM competitions.

How will students find out what is available?

Information is shared through Tutor Time, assemblies, noticeboards, Microsoft Teams and school communications. Students should listen for announcements and join early, as some activities have limited places.

Is there a Student Council?

Yes. Student voice is an important part of school life. Student Council representatives and other student-leadership groups provide opportunities to share ideas, contribute to decisions and improve the school experience.

What events and celebrations take place?

The calendar may include cultural events, themed days, quizzes, performances, awards, World Book Day, sports and participation activities, trips, graduation events and celebrations of attendance, effort, progress and positive contribution.

A good way to settle in

Join one activity, introduce yourself to a new person and speak to your Tutor or mentor if you are unsure about anything. Belonging grows through participation.

Are older students involved in supporting new students?

Senior students may act as mentors, leaders or representatives. They help new students learn routines, find rooms, take part in activities and feel connected to the wider school community.

Working in Partnership with Families

Communication, attendance, progress and concerns

How does the school communicate with parents and guardians?

Official information is shared through school email, the website, information notes and the communication systems identified by the school. Families should check messages regularly and ensure that contact details remain current. Students use Microsoft Teams for learning materials and assignments.

How is progress communicated?

Families receive school reports and are invited to parent-teacher meetings. The school may also contact home to acknowledge success, discuss attendance, share concerns or agree supports. Parents and guardians are encouraged to contact the school when they need clarification or wish to share information that may affect learning or wellbeing.

Who should a parent or guardian contact?

For a subject-specific matter, contact the subject teacher. For general support or a concern affecting the student across school, contact the Tutor or Year Head. More serious or unresolved matters may be referred to a Deputy Principal or the Principal in line with school procedures.

How should appointments or early departures be managed?

Families should follow the school's notification and sign-out procedures. Students must not arrange to leave school independently. Where a student becomes unwell, they should report to a member of staff and the school will contact home.

Where can school policies be found?

Current policies, including the Dress Code, Code of Behaviour, Bí Cineálta Policy to Prevent and Address Bullying, Admissions, and other important documents, are available on the school website.

Please keep us informed

Tell the school promptly about changes to contact details, guardianship arrangements, medical needs, prescribed emergency medication, significant family circumstances or professional recommendations that may affect the student in school.

What if a family has a concern?

Raise it respectfully and as early as possible through the appropriate contact route. The school aims to listen carefully, communicate openly and work in partnership towards a fair and practical resolution.



Quick Answers for the First Weeks

Practical reminders for students and families

Question	Answer
How will I know where to go?	Your timetable shows the room for each lesson. Tutors, staff and student mentors will help you learn the building.
What if I forget something?	Tell the teacher at the beginning of the lesson. Be honest and make a plan to avoid the same problem next time.
Can I change an option subject?	Sometimes, but only where there is space and the timetable allows. Ask your Year Head early.
Can I contact home using my phone?	Not during the school day. Speak to a member of staff; the school office will contact home when necessary.
What if I feel lost or overwhelmed?	Pause, ask a staff member for help and go to your Tutor, Year Head or another trusted adult.
Can I go home at lunch?	1 st – 4 th Year students remain on school site.
What if I am worried about another student?	Tell a trusted adult. Sharing a genuine concern is responsible and helps keep people safe.
How can I make a good start?	Arrive on time, be ready to learn, treat others respectfully, follow instructions and take part.

My First-Day Checklist

☐ Arrive by 8:30am	☐ Phone off and in bag	☐ Timetable checked
☐ Device charged	☐ Journal and stationery packed	☐ Ask for help when needed



WELCOME TO HANSFIELD ETSS

Respect • Inclusivity • Honesty • Openness • Community • Partnerships

Our shared commitment

We want every student to feel valued, challenged, supported and connected. By working together, we can help each young person make a confident and positive start.

CONTACT US

Hansfield ETSS

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Scan for the school website

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Information in this guide is correct at the time of publication.

School arrangements and policies may be updated. Please check the website and current information notes.