ELPHIN COMMUNITY COLLEGE
COLÁISTE POBAIL AIL FINN

gretb
Bord Oideachais agus Oiliúna na Gaillimhe agus Ros Comáin
Galway and Roscommon Education and Training Board

Incoming First Years
Parents' Information Booklet

2026-27





(071) 963 5031

info.elphin@gretb.ie
www.elphincollege.ie

Elphin Community College,
Edenaun, Elphin, Co. Roscommon, F45 NF83

ROLL NO: 722800

RCN: 20083427

Welcome Message

I am delighted to welcome you and your child to Elphin Community College on behalf of the entire school community. We are excited to have you join our school family and hope your child's time with us will be happy and rewarding. The transition from primary to secondary school is a significant step, and we are committed to supporting your child every step of the way.

Deciding on a secondary school for your child can feel overwhelming, but we are dedicated to providing a safe, nurturing, and inspiring environment at Elphin Community College. As a small school, we take pride in knowing each student personally, allowing us to offer individualised attention and support. This ensures that every student feels valued and empowered to reach their full potential.

Our school is guided by three core values that shape our culture and community:

- ➢ Respect for Self
- ➢ Respect for Others
- ➢ Respect for School Property



These values foster a respectful, supportive environment where students can thrive academically and socially. Our broad curriculum, excellent academic results, and wide range of co-curricular and extra-curricular activities allow students to explore their interests, develop new skills, and form lasting friendships.

Parental involvement plays a key role in student success. This handbook provides essential information to help you support your child's journey with us. We value open communication and encourage you to reach out with any questions or concerns — our doors are always open.

As Principal, I am proud to lead a vibrant and caring school community. Watching our students grow into confident, respectful young adults ready to take on life's challenges is a privilege. We look forward to welcoming your child in August and working together to make their time at Elphin Community College a positive and rewarding experience.

Elphin Community College is a proud school of the Galway and Roscommon Education and Training Board (GRETB). As a GRETB school, we are part of a network of publicly funded schools committed to excellence in teaching and learning, inclusivity, and community engagement.

Being under the governance of GRETB means that we benefit from strong support structures in areas such as curriculum development, staff professional development, student wellbeing, and access to further education and training opportunities. This affiliation ensures our school is well-resourced and operates within a framework of accountability and continuous improvement.

At Elphin Community College, we are guided by the core values of GRETB, which are:

- Excellence in Education
- Care
- Respect
- Equality
- Community

These values underpin every aspect of school life and shape the positive, inclusive environment we strive to create for all members of our school communit





School Information

Principal:	Ms Anne Gilleran
Deputy Principal:	Mr Paul Noone
Year Head	Ms Yvonne Mc Phillips
Guidance Counsellor:	Ms Emer Healy
Special Education Needs Coordianator	Ms Yvonne Mc Phillips
Attendance Coordinator	Ms Kyra Wildy
Secretary	Ms Bernadette Mc Loughlin
Caretaker	
Cleaner	Ms Sarah Ashmore



School Information

Telephone:	071 9635031
Email:	info.elphin@gretb.ie
Website	www.elphincollege.ie
Tyro	app.tyro.school

Junior Cycle 2025 - 2028

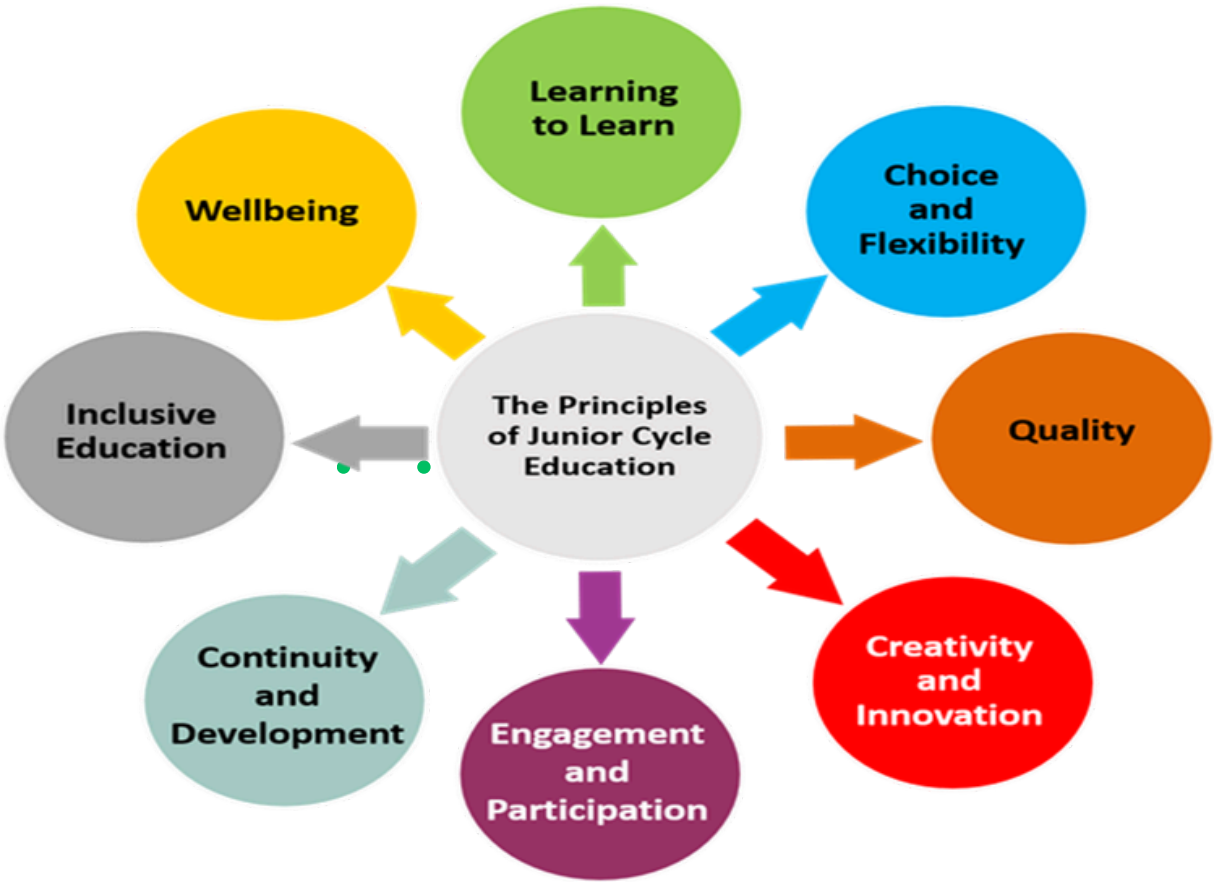
Core Subjects	Optional Subjects
English	Business
Irish	Geography
Maths	Graphics
History	Home Economics
Science	Music
French/German (MFL)	Visual Art
Physical Education (PE)	Wood Technology
Civic, Social and Political Education (CSPE)	Engineering
Social, Personal, Health Education (SPHE)	
Digital Medial Literacy	
Ethical Education	

The Junior Cycle

A set of principles, key skills, and learning statements underpin the Junior Cycle. These will ensure that your child receives a rich educational experience with both breadth and depth. Your child will have access to a varied curriculum of knowledge, understanding, skills, and values. Eight principles underpin the framework for the Junior Cycle. These inform all schools' planning, development, and implementation of Junior Cycle programmes.

The eight principles of the Junior Cycle are:

- Learning to Learn
- Choice and Flexibility
- Quality
- Creativity and Innovation
- Engagement and Participation
- Continuity and Development
- Inclusive Education
- Wellbeing



The Junior Cycle

Eight key skills permeate across the entire curriculum subjects:

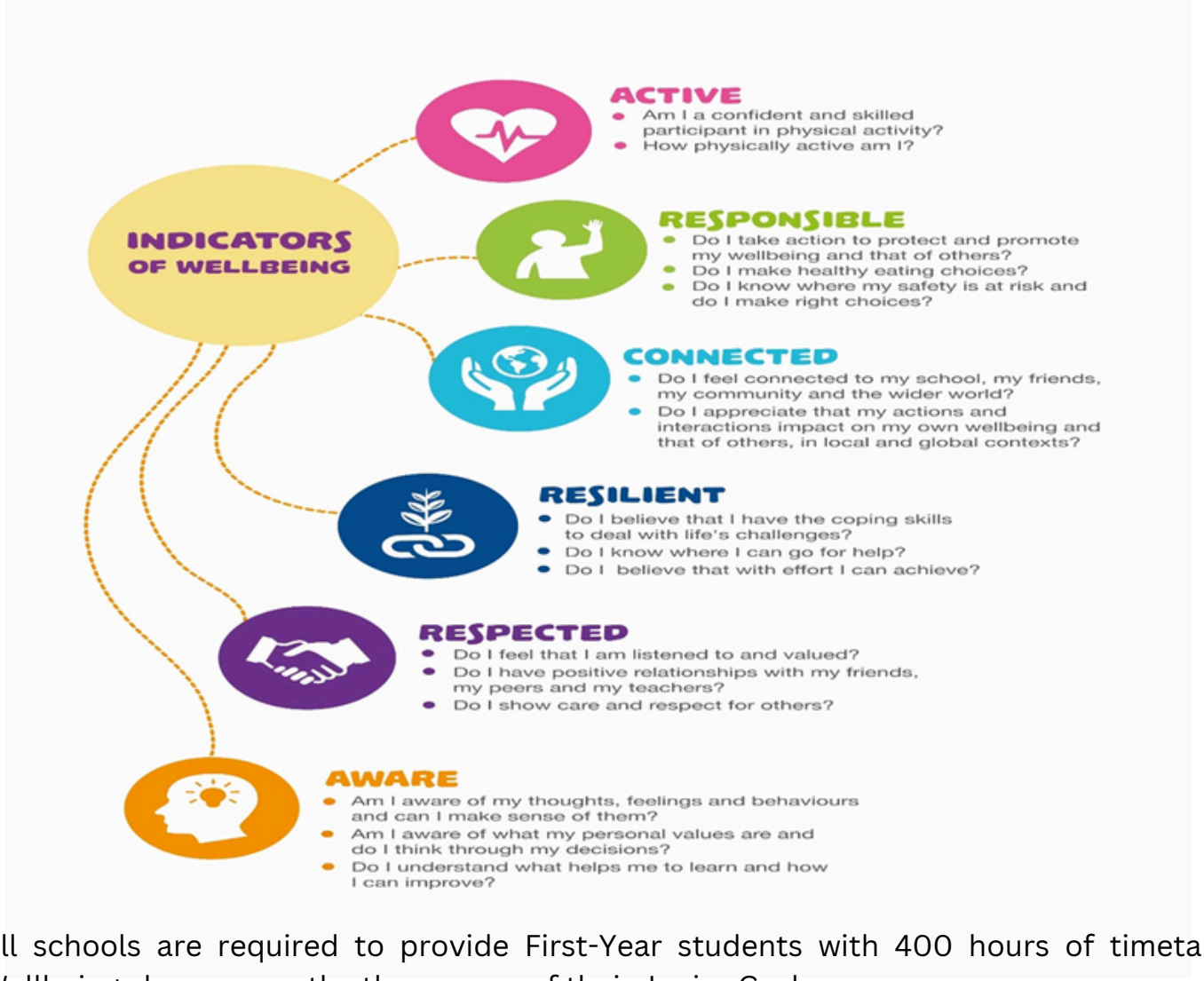


Through engaging with the key skills students will:

- be more actively engaged with learning
- take greater ownership of their learning
- have a critical engagement with digital technology
- be encouraged to problem solve and think critically and creatively

Wellbeing

The Junior Cycle provides for an area of learning called Wellbeing. Wellbeing will cross the three years of Junior Cycle and will include learning opportunities to enhance students' physical, mental, emotional and social wellbeing.



All schools are required to provide First-Year students with 400 hours of timetabled Wellbeing classes over the three years of their Junior Cycle.

In Elphin Community College, Wellbeing comprises of:

- 2 classes of Physical Education (PE) each week,
- 1-2 class(es) of Social, Personal and Health Education (SPHE)
- 1-2 class(es) of Civic, Social and Political Education (CSPE)
- 1 class of Digital Media Literacy
- 1 class of Guidance

General Information

Base Class

All First-Year base classes in Elphin Community College are of mixed ability. The classes are divided to ensure that each class has a broad mix of students by ability. We do not stream or set classes as national and international educational research has found that all students benefit more from a mixed-ability setting. Students will stay with their base class for most subjects except for their optional subjects.

Assessment

Teachers continually assess students in class through homework, oral questioning, assignments, projects, and class tests. In addition, all students sit formal house exams every term (in October, February, and May). Reports of these test results can be accessed via VSware.

Assessment in Junior Cycle:
There is a dual approach to assessment:
(i)Classroom Based Assessments (CBAs) in 2nd and 3rd Year/Assessment Task
(ii)A final externally assessed, state-certified examination enables the appropriate balance between preparing students for examinations and facilitates creative thinking, engaged learning, and better student outcomes.

Classroom Based Assessments

Classroom Based Assessments (CBAs) will allow students to demonstrate their understanding and skills. It is a project that will cover a broad range of activities, including oral presentations, written work of different types, practical or designing and making activities, artistic performance, scientific experiments, projects or other suitable tasks.
Each subject will have two CBAs, usually at the end of Second Year and before Christmas in Third Year.

G**rading of CBAs:**
Each CBA will be followed by a Subject Learning and Review (SLAR) meeting. This is where teachers will compare their assessments of students' work and ensure a common approach across the school that aligns with a national standard. From this meeting, they will then grade the projects into:

Exceptional
Above Expectations
In Line with Expectations
Yet to Meet Expectations
Not Reported

The results of the CBAs will be communicated to students and parents, and a record will be kept in the school. The results of the CBAs will not form part of their final grade in a subject, but they will appear on your child's Junior Cycle certificate. This certificate is called the Junior Cycle Profile of Achievement (JCPA).

Assessment Task (AT)

This is a written assessment that assesses what students have learned and asks about skills they have developed from their experience of completing the second Classroom Based Assessment. The Assessment Task will be completed during class under the teacher's supervision and will take place over two lesson periods. The AT script is sent, along with the final assessment at the end of Third Year, to the State Examinations Commission (SEC) to be marked. It will account for up to 10% of the state-certified examination and will be incorporated into the grade a student receives for their final examination.



State Examinations Commission Final Examination

The final examination will be:

- no longer than two hours in duration
- taken in a maximum of ten subjects only
- available at a Common Level apart from English, Mathematics and Irish, where there will be two levels (Higher and Ordinary)
- assessed by SEC using the following set of grades:

Distinction	**≥ 85to 100%**
Higher Merit	**≥70 to 85%**
Merit	**≥55 to 74%**
Achieved	**≥40 to 54%**
Partially Achieved	**≥20 to 39%**
Not Graded	**≥ 0 to 19%**

In Second Year, students will choose Higher or Ordinary level in English, Irish, and Maths. All other subjects in Junior Cycle are at Common level.

Support for Students



Year Head System

The school has two Year Heads: Mr David Spellman (Junior Year Head) and Ms Yvonne Mc Phillips (Senior Year Head). Year Heads hold regular assemblies with students, liaise with staff regarding attendance and students' welfare, and monitor academic progress. In addition, they deal with serious issues of indiscipline at the appropriate stage of the referral ladder and refer to the Deputy Principal and Principal, if necessary.

The Student Support Team

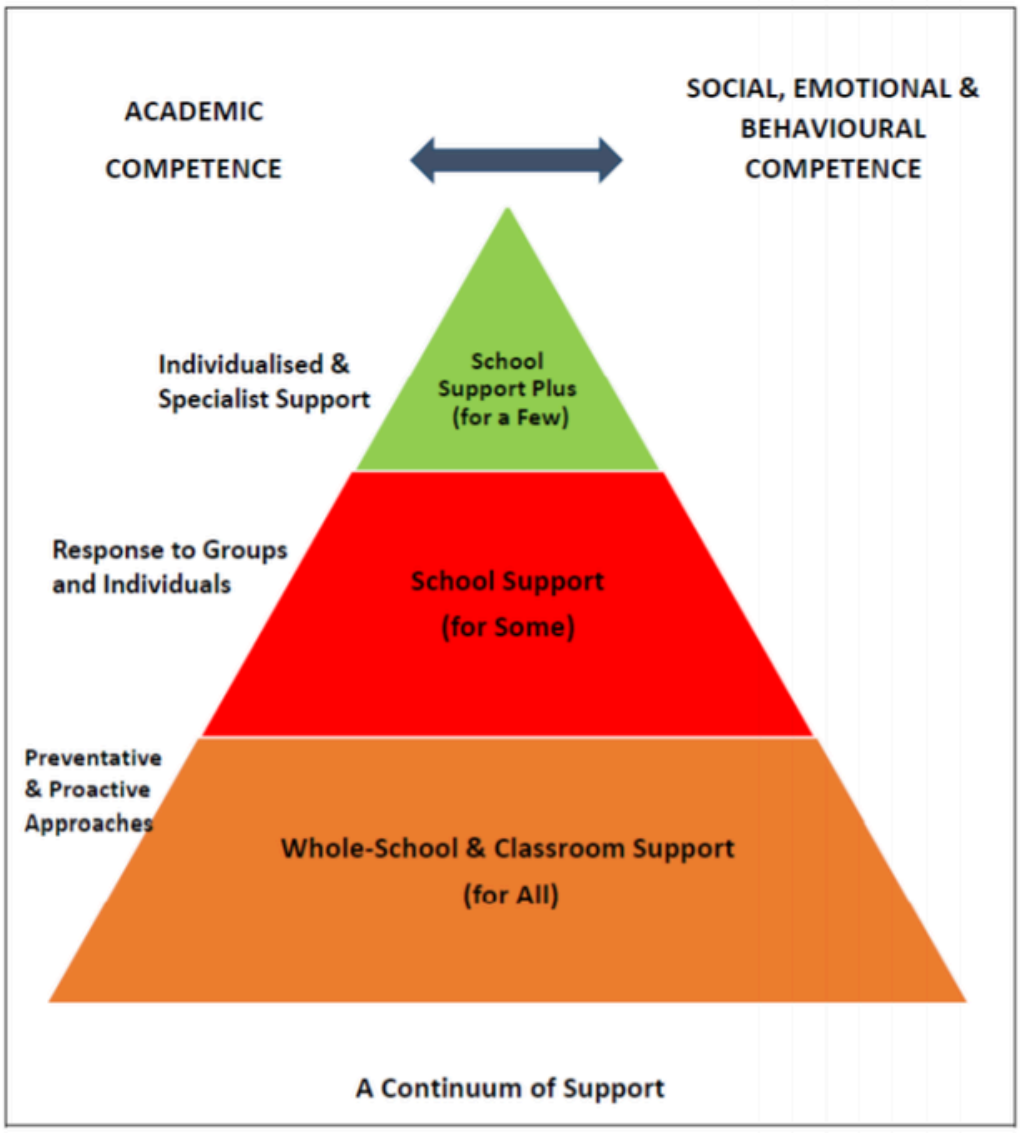
The Student Support Team meets weekly. This team consists of The Principal, Deputy Principal, Guidance Counsellor, Junior and Senior Year Heads, the Special Education Needs Co-ordinator (SENCO), and other staff members where necessary. The Student Support Team discusses issues relating to our students' wellbeing and implements interventions as needed.

The Student Support Team liaises closely with the SEN team and relevant Year Heads, reporting on its work at staff meetings. Furthermore, the Student Support Team is the primary body in Elphin Community College that determines the school community's prompt, caring, and supportive response to any serious incident that may occur.

Additional Educational Needs (SEN) Team

Our special education program aims to recognise all students' needs and meet them through inclusive practices underpinned by differentiated approaches to learning and teaching. All staff form an integral part of the learning support team. There is a growing awareness of the importance of encouraging maximum participation and involvement by all students in their subject areas. The SEN Team invites teachers and parents to help identify students who may benefit from the support available. Our approach consists of one-to-one targeted support, group withdrawal, team teaching and SNA support. It must be emphasised that accessing support without a diagnosis is possible.

The AEN Team meets weekly to review the support structures and identify students who may need support. Students are initially identified by their parents and primary school and following this by their subject teachers, the Student Support Team and the SEN Team.
In Elphin Community College, students with the greatest level of need are given the greatest level of support, be it academic, behavioural, social, or emotional. Students have access to support on three levels.
School Support for All – represents the structures and policies across the school to support all students and promote positive student learning and behaviour.
School Support for Some – caters to students requiring additional academic, behavioural, social or emotional support. Depending on the student's needs, this support can be short-term or long-term.
Support for Few – for those students granted access to SNA support.
Please refer to our SEN Policy for further information.



Irish Exemptions

Students at Elphin Community College may be granted an exemption from the study of Irish for a number of reasons, in line with Department of Education guidelines. These exemptions typically arise from having received a significant portion of their education outside of the Irish educational system or due to identified additional learning needs.

Where an exemption has been granted to a student on the basis of having studied outside the State, and not due to a learning difficulty, that student will remain in the Irish classroom. This allows them to stay connected with their peers and to engage with the cultural aspects of the language through listening, discussion, and exposure to Irish traditions and heritage.

In cases where students have identified additional needs and hold an exemption from Irish, targeted support will be provided during Irish class time. This support may address emotional, social, behavioural, or learning needs as appropriate, ensuring that each student receives meaningful and supportive intervention tailored to their individual circumstances.

Reasonable Accommodations for Certified Examinations (RACE):

All teachers are aware of any student with additional needs at the beginning of the school year. Teachers will differentiate homework and assessments for these students as the need arises.

The school makes an application to the State Examinations Commission (SEC) for students who wish to receive accommodations for their Junior Cycle or Leaving Certificate. This application is made during the first term of third/sixth year. To qualify for such accommodations, students must meet the State Exams Commission criteria. Students are tested in school to ascertain whether they meet these criteria. Applications for the RACE Scheme are made on one of the following grounds:

- Learning difficulty
- Hearing difficulty
- Visual difficulty
- Physical difficulty

Students do not need a diagnosis to qualify for these accommodations.



Attendance & Punctuality

Attendance and punctuality are recorded online through VSware. We make attendance returns to Tusla throughout the year. We are obliged, by law, to keep accurate records. Therefore, a notification will be sent home each day to let you know if your child has been marked absent on the morning roll call.

- Students must be in school before the first bell at 8.55 am.
- **Notes**: The school must be informed if your child is absent from school, arrives late in the morning, or is late after lunch. Notes can be filled in online on the VSware app or use the detachable notes in the back of the journal. Three lates will incur morning detention in a single term without a note.
- **Signing in/out:** Students are also required to sign in/out at the school office when leaving or returning for an appointment. Parents MUST sign their child out and provide a note on Tyro.

School Uniform

Proper school uniform must be worn at all times. The school uniform is available to purchase from TheMagnet in Carrick-on-Shannon or online from www.schooluniformstore.ie

- Girls – knee-length skirt/grey trousers, crested jumper, white shirt and all-black runners/shoes.
- Boys – grey trousers, crested jumper, white shirt and all-black runners/shoes.

·Jacket – a dark jacket (black/navy) available on play

·Socks: Dark socks/tights

·PE Gear: Jacket – the school jacket is available online from playr-fit. No other school jacket is allowed. Parents will be notified when this link opens. Sports gear is also available from playr-fit

https://playr-fit.com/collections/elphin-cc-students









ATTENDANCE MATTERS

AT ELPHIN COMMUNITY COLLEGE

Why every school day counts

Great attendance helps you learn, grow and achieve!



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1 Students are **REQUIRED** to attend school each day.

It's the law and it helps everyone learn in a safe, supportive environment.



2 Good attendance helps **LEARNING, ACHIEVEMENT** and **EXAM SUCCESS.**

More school days = more knowledge, better results and more opportunities for your future!



3 Good attendance supports **FRIENDSHIPS, ROUTINE, CONFIDENCE** and **WELLBEING.**



It builds friendships, good habits and makes you feel good about yourself.

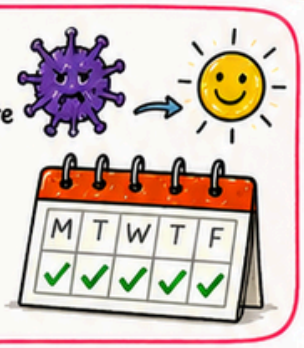
4 Missing school means **MISSING IMPORTANT LEARNING** and **CLASSROOM EXPERIENCES.**

You can fall behind, miss key topics and miss out on fun activities and projects!



5 Since COVID, routines and **REGULAR ATTENDANCE** are more important than ever.

Being in school every day helps you stay on track, feel connected and build a brighter future.



6 Every day you attend is a **STEP TOWARDS YOUR GOALS.**

Don't miss out on your future – be here, be present, be your best!



EVERY DAY MATTERS. EVERY LEARNER COUNTS.

ELPHIN COMMUNITY COLLEGE · Respect · Learning · Care · Respect

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ATTENDANCE MATTERS
AT ELPHIN COMMUNITY COLLEGE

We all have a part to play. Let's follow the rules and support each other!



School attendance rules and what to do

1 Explain absences

In the case of unexplained absences, the Year Head will contact parents/ guardians.



2 Letter on return

Before the first class on the day of return from an absence, a letter from a parent/guardian with the dates and reason for absence should be given to the Year Head during morning assembly.
This letter is kept on file.



3 20-day rule

If a student misses 20 school days in one year, the Educational Welfare Officer will be informed.



4 Leaving during the day

If a student has to leave school during the day, the parent/guardian must sign out the student at the Principal's Office.



5 No leaving without permission

Students are not allowed to leave school during the day without permission.
Unauthorised departures are serious and may lead to suspension or expulsion.
Students must attend all classes.



6 Unauthorised absences are not tolerated

We take attendance seriously. Good attendance helps you learn, stay on track and reach your goals.



BE HERE. BE READY. BE YOUR BEST.

FOLLOW THE RULES, RESPECT EACH OTHER, AND MAKE EVERY DAY COUNT!

Questions? We're here to help!

Talk to your Year Head, Guidance Counsellor or any member of staff.

Want to know more?
Scan to read our full Attendance Policy.

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ATTENDANCE MATTERS

AT ELPHIN COMMUNITY COLLEGE

How we can help and what families can do



1 OUR ATTENDANCE TEAM

Our Attendance Team monitors, communicates and supports the attendance of all students.



MONITOR | COMMUNICATE | SUPPORT

2 WE ARE HERE TO HELP

Our team works with students and families. We review patterns, communicate concerns, and support improvement.



REVIEW PATTERNS | COMMUNICATE CONCERNS | WORK TOGETHER WITH FAMILIES | SUPPORT IMPROVEMENT

3 SPECIAL CLASS SUPPORT

Where transport or medical appointments affect punctuality or attendance, for Special Class students, parents/guardians should notify the Year Head / SENCo so supports and non-penalising recording can apply.



4 PARENTS CAN HELP BY...



- Creating good routines at home.
- Encouraging good sleep and a healthy start.
- Getting to school on time, every day.
- Explaining absences promptly.
- Staying in contact with the school.

5 APPOINTMENTS MATTER

Where possible, arrange transport, dental or medical appointments to they do not affect the entire school day.



TRANSPORT APPOINTMENTS | DENTAL APPOINTMENTS | MEDICAL APPOINTMENTS

6 NEED MORE INFORMATION?

SCAN HERE for the **FULL ATTENDANCE POLICY.**

Everything you need to know is just a scan away!

GOOD ATTENDANCE TODAY, BRIGHTER FUTURE TOMORROW!

Tyro

The school uses the tyro App to communicate with parents and students. Please download the App on your smartphone. If you do not have a smartphone, you can access the site at https://app.tyro.school Information notifications will be routinely sent to the App. Please ensure you have your notifications switched on. We will provide the user name and password to Parents/Guardians and students.



Office 365

To support teaching and learning, all students are provided with a Microsoft Office 365 account. This is accessed using the email address provided by the school. Office 365 supports blended learning through Microsoft Teams and OneNote. Our Microsoft Office 365 subscription allows students to install Office, including Microsoft Word, PowerPoint and Excel, on up to 5 devices (PC, Mac, tablet or smartphone.) Students are responsible and accountable for any communications or activities associated with their school email addresses. Students are expected to follow the same rules for good behaviour and respectful conduct online as offline. These rules are found in Elphin Community College's Code of Behaviour and our Acceptable Use Policy.

Way 2 Pay

All payments are processed through Tyrothe school's online system. Once the school has set up the accounts, parents will receive a text with the amount due.

Lunch

First, second and third-year students remain on campus for lunch.
In transition year, fifth- and sixth-year students can leave school at lunchtime.
Reynolds Catering delivers hot lunches to the school. These can be preordered and paid online using the Debitrak App (see the attached sheet for instructions). The account number is 0692-1515-B760.
There is a vending machine with healthy snacks for students to use.

Evening Study

Evening study runs Monday - Thursday, 4 - 6 pm. It aims to provide students with a supervised, safe, quiet, and warm environment for after-school study. Payment is €200 for August - December and €200 for January - May. Payments can be made in instalments. Fors are at the end of this guide.

Books



Under the new government scheme, all first-year students at Elphin Community College will receive their schoolbooks and core classroom resources free of charge. This scheme is part of a nationwide initiative to eliminate the cost of schoolbooks for families, with the Government providing funding directly to schools to cover these expenses.

What is Provided Under the Scheme:

✅ All schoolbooks required for Junior Cycle subjects (including textbooks, workbooks, and some revision materials)
✅ Core classroom resources such as:

- Copies and notebooks
- Folders for storing handouts and notes
- Art materials (if required for the curriculum)
- Scientific calculators (if required for Maths or Science)
- Maths sets (if applicable)
- Certain subject-specific materials (e.g., home economics ingredients, woodwork materials)

What Parents/Guardians May Need to Supply:
➡️ General stationery items such as:

- Pens (blue, black, red) and pencils
- Highlighters
- Erasers, sharpeners, and rulers
- Colouring pencils or markers
- Geometry sets (if not provided)
- Pencil cases
- Post-it notes and index cards (if preferred for study)

Care of Schoolbooks and Resources:
Since the schoolbooks and resources are provided on loan, students are expected to:

- Keep books covered and in good condition.
- Store them in a safe place when not in use.
- Return them at the end of the school year.
- Report any lost or damaged books to the school promptly — in some cases, parents may be asked to cover the replacement cost of lost or badly damaged books.

This scheme aims to reduce financial pressure on families and ensure all students have equal access to the resources they need to succeed. Don't hesitate to contact the school office if you have any questions or require more details about specific resources.

Lockers

A locker will be allocated to each student. Each student will be given a key

Insurance

School insurance will be purchased for each student. This is a 24-hour insurance and covers your child 365 days of the year.

Student Services Payment

This money is to cover the cost of namely: locker, pupil insurance, CAT-4 Assessments, VS Ware Student Management System & Parent App, Athena – Academic tracking software, Microsoft 365 School Account, Way to Pay, Photocopying, Printing, Assessments, Texting, Postage, subsidising of transport for school activities, telephone calls, awards, guest speakers etc.

Practical Subjects

The school purchases materials for Wood Technology, Engineering and Art.
Students studying these practical subjects are required to pay €20 for each of these subjects.



Anti-Bullying Programme

In Elphin Community College, we acknowledge that as a school community, we share in the responsibility of ensuring that bullying is not tolerated. As a learning community, we are passionate about recognising, rejecting and reporting bullying. For this zero-tolerance policy to work in our school, we must define bullying. Bullying is repeated aggression and can be physical, verbal, written and or psychological conducted by an individual or group against others. A comprehensive Anti-Bullying Policy is in place here in Elphin Community College. Our anti-bullying programme is called Bí Cineálta and the policy is available on our school website.

Use of Mobile Phones/Electronic Devices

We are a phone-free school. Each student has a phone pouch. Students carry their phones in the pouch. They unpouch at the end of the school day.

Extra Curricular

Extracurricular activities play an important part in each student's holistic development. They are especially important at the First-Year level in establishing friendships and a good team spirit. You should encourage your child to get involved. School staff organise activities on a voluntary basis. These activities may include volleyball, basketball, Gaelic football, and soccer.



Parents Association

Our school has a supportive Parents' Association, and new members are welcome.
All parents/guardians are invited to attend the Parents' Association's first meeting, scheduled for September 2026.

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BÍ CINEÁLTA

REPORTING A CONCERN

Preventing and Addressing Bullying Behaviour at Elphin Community College

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Respect · Equality · Community · Care · Excellence



Be kind. Be you.

Kindness starts with each of us

1 HOW TO REPORT A CONCERN

- Speak to any teacher
- Speak to the Year Head
- Contact the Student Support Team
- Contact the school office
- Use the student voice box (outside the DP office)
- Submit the concern using the QR code in the student's school journal or on school posters

STUDENT SUPPORT TEAM

- Ms Healy
- Mr Spellman
- Ms Mc Phillips
- Mr Noone
- Ms Gilleran

Speak up. We are here to help.

Safe, respectful and kind school life matters to everyone.



Together, we make our school a great place!

2 WHAT HAPPENS WHEN A CONCERN IS REPORTED?

1. The concern will be acknowledged promptly
2. The matter will be investigated in a sensitive and fair manner
3. Parents/guardians will be informed, where appropriate
4. Appropriate actions will be taken
5. Follow-up will take place to ensure the behaviour has stopped and to support those involved

3 YOU WILL BE SUPPORTED

- Students may bring a friend when reporting a concern
- You will be listened to and supported through the process



4 WE TAKE EVERY CONCERN SERIOUSLY

We know some students may feel worried about reporting a concern. You might feel that the situation could get worse or that nothing will happen.

In Elphin Community College, all concerns are treated seriously, handled sensitively and followed up appropriately.

Scan to read the full Bí Cineálta Policy



ELPHIN COMMUNITY COLLEGE

MOBILE PHONE POUCH GUIDE

Information Page for Parents/Guardians & Incoming 1st Year Students 2026-27

PHONES OFF. LOCKED IN POUCHES. LEARNING ON.

MOBILE-FREE SCHOOL DAY

1 WHY THIS POLICY?

- Protects welfare, wellbeing and safety for everyone.
- Creates the best environment for excellent learning and teaching.
- Supports focus, positive social interaction and respect.



2 START OF THE DAY

- Phone turned off before entering the building.
- At first class: phone goes into the pouch and is locked in front of the teacher.



3 DURING THE SCHOOL DAY

- Phone remains sealed in the pouch at all times.
- This includes break and lunch.
- Pouches are unlocked only at designated unlocking stations at the end of the day.

4 IF CONTACT IS NEEDED

- Parents/guardians contact the school office – not students by mobile during class time.
- Use TYRO, email: info.elphin@gretb.ie, or phone: (071) 963 5031.
- Early sign-out follows the normal school procedure through TYRO and the office.

PHONES OFF. LOCKED IN POUCHES. LEARNING ON.

5 FLEXIBILITY & SUPPORT

- Medical, translation or exceptional needs can be supported with an approved adapted pouch.
- Exceptional urgent messages may be facilitated under staff supervision and logged.
- School trips: phones stay sealed on the bus; supervised use may be allowed at the destination.

THE DAY IN A NUTSHELL

ARRIVE OFF → FIRST CLASS LOCK → SCHOOL DAY POUCH → END OF DAY UNLOCK

6 FORGOTTEN / LOST / DAMAGED POUCH

- Forgotten pouch or no phone slip: report to the Deputy Principal at the start of the day.
- Phone may be stored securely by the Deputy Principal until the end of the school day.
- Replacement pouch: 1st €20, 2nd €25, 3rd €30. Deliberate damage is treated seriously.

SCAN FOR FULL POLICY

Full ECC Mobile Phone Policy

- Read the full procedures and sanctions.
- Keep the QR code for quick reference.
- Working together supports focus, wellbeing and respect.

BE PREPARED: phone + pouch every day

7. IF A PHONE IS USED OR DISPLAYED

1. **FIRST BREACH** – Phone confiscated to end of day + 3 VSware points morning detention.
2. **SECOND BREACH** – Phone confiscated; parent/guardian collects; Friday detention + 3 VSware points.
3. **THIRD BREACH** – Phone confiscated; parent/guardian collects; suspension may apply.

EXTRA RULE: Do not swap pouches. Hidden/second devices are serious breaches.

ECC VALUES IN ACTION! EXCELLENCE IN EDUCATION · CARE · EQUALITY · COMMUNITY · RESPECT

PHONES AWAY • MINDS ENGAGED • FRIENDSHIPS STRONGER • LEARNING FIRST



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Care • Equality • Community

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Respect · Excellence in Education · Community · Quality · Care

TYRO
PARENT & STUDENT LOGIN GUIDE

What to do and what you will see once logged in



1 Access your TYRO email invitation and download the app.

2 Open the app and press "Sign up".



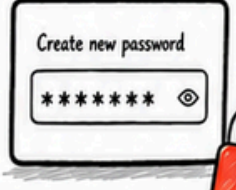
3 Enter your email and click "Send verification code".



4 Paste in the code and press "Verify Code".



5 Create your new password.



6 Login using your email and new password.



7 Create a new passcode for faster access.



8 Turn on notifications so you do not miss school messages.



9 **Welcome screen:**

For **PARENTS**, you will see your student(s), their timetables, and absence requests.



For **STUDENTS**, you will see your timetable.



REMEMBER!

The verification code is **NOT** your password; it is a one-time code used to verify your email.

GOOD TO KNOW!

- Keep your login details safe.
- You can reset your password anytime from the app.
- Need help? Contact the school office or check the full guide.

SCAN FOR THE FULL TYRO GUIDE

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TYRO SCHOOL APP – LOGIN GUIDE

Quick start for parents and students

ELPHIN COMMUNITY COLLEGE
Excellence in Education

1 CHECK YOUR TYRO EMAIL INVITATION.

Look for an email from TYRO School.
It will contain your unique login link.



2 DOWNLOAD THE "TYRO SCHOOL" APP.

Search for "TYRO School" and download from the App Store or Google Play.



Download on the App Store

GET IT ON Google Play

3 CLICK THE LINK IN THE TYRO INVITATION EMAIL.

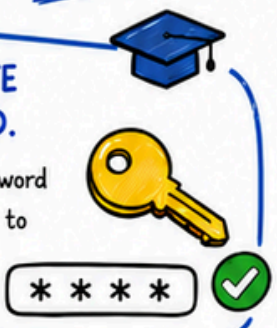
Tap the secure link in the email.
This will open a webpage to set up your account.



GET STARTED with TYRO SCHOOL APP!

4 UPDATE / CREATE YOUR PASSWORD.

Create a strong password that is easy for you to remember.



5 RETURN TO THE TYRO APP AND SIGN IN.

Open the TYRO School app and sign in using your email and password.



6 CREATE A PASSCODE AND CHOOSE NOTIFICATION PREFERENCES.

Set a 4-6 digit passcode for quick and secure access.
Choose how you want to receive notifications.



NOTIFICATIONS
- ☑ Announcements
- ☑ Messages
- ☑ Absences

TOP TIPS

- ✓ Use the same email address as your invitation.
- ✓ Check junk mail.
- ✓ Turn on notifications so you don't miss important updates.

WHO IS THIS FOR?

For Parents & Students

HAVEN'T RECEIVED AN EMAIL INVITATION?

Check your junk mail/spam folder. If you still can't find it, make sure the school has your correct email address.

SCAN FOR THE FULL TYRO GUIDE



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ELPHIN COMMUNITY COLLEGE

HOW TO VIEW TIMETABLES IN TYRO

Quick guide for parents and students

1 LOG INTO YOUR TYRO ACCOUNT.



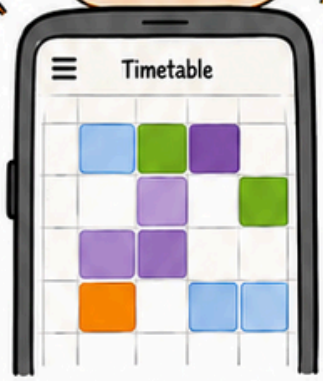
2 YOU WILL SEE THE STUDENTS ASSOCIATED WITH YOU.



3 CLICK ON THE STUDENT WHOSE TIMETABLE YOU WANT TO VIEW.



4 OPEN THE TIMETABLE SCREEN.



5 SCROLL ACROSS THE DATES AT THE TOP TO CHOOSE THE DAY YOU WANT TO VIEW.



6 READ THE CLASSES FOR THAT SELECTED DAY.



WHO CAN USE THIS?

PARENTS can view a child's timetable.

STUDENTS can view their own timetable.

HELPFUL TIP!

- ☑ Scroll along the top to move between dates.
- ☑ Check the correct student before viewing.

SCAN FOR THE FULL TYRO GUIDE / VIDEO

Need help? Contact the school office or your Year Head.



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Absence requests are submitted through the app for your child.

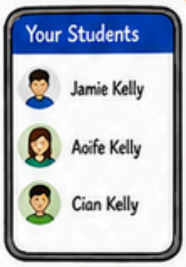
HOW TO SUBMIT AN ABSENCE REQUEST IN TYRO

Quick step-by-step guide for parents / guardians

1 Log into your TYRO account.



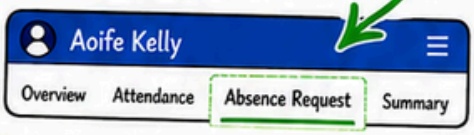
2 View the students associated with you.



3 Click on the name of the student.



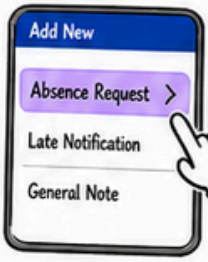
4 Select the "Absence Request" tab at the top of the screen.



5 Press the plus (+) icon at the bottom right.



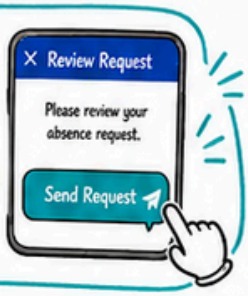
6 Select "Absence Request".



7 Fill in the details, including the reason for absence and any note.



8 Click "Send Request".



REMEMBER!
Check that you have selected the correct student before sending.

SCAN FOR THE FULL TYRO GUIDE / VIDEO

PARENT / GUARDIAN · STUDENT · SMARTPHONE · CALENDAR · NOTE · MESSAGE · SEND

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Mobile Phone Pouch Guide

Information page for parents/guardians and incoming 1st year students 2026-27

2026-27

PHONES OFF • LOCKED IN POUCHES • LEARNING ON

Our mobile-free school day

The simple routine students follow each day:

1. **ARRIVE OFF** — Phone turned off before entering the building.
2. **FIRST CLASS LOCK** — Phone goes into the pouch and is locked in front of the teacher.
3. **SCHOOL DAY POUCH** — Phone remains sealed, including break and lunch.
4. **END OF DAY UNLOCK** — Pouches are unlocked at designated stations only.

1 Why this policy?

- Protects the welfare, wellbeing and safety of everyone.
- Creates the best environment for excellent learning and teaching.
- Supports focus, positive social interaction and respect.

3 During the school day

- Phone remains sealed in the pouch at all times.
- This includes break and lunch.
- Pouches are unlocked only at designated stations at the end of the day.

4 If contact is needed

- Parents/guardians contact the school office - not students by mobile during class time.
- Use TYRO, email info.elphin@gretb.ie, or phone (071) 963 5031.
- Early sign-out follows the normal school procedure through TYRO and the office.

5 Flexibility & support

- Medical, translation or exceptional needs can be supported with an approved adapted pouch.
- Exceptional urgent messages may be facilitated under staff supervision and logged.
- School trips: phones stay sealed on the bus; supervised use may be allowed at the destination.

6 Forgotten / lost / damaged pouch

- Forgotten pouch or no phone slip: report to the Deputy Principal at the start of the day.
- Phone may be stored securely by the Deputy Principal until the end of the school day.
- Replacement pouch: 1st EUR20, 2nd EUR25, 3rd EUR30. Deliberate damage is treated seriously.

7 If a phone is used or displayed

1. **FIRST BREACH** — Phone confiscated until end of day + 3 TYRO behaviour points + morning detention.
2. **SECOND BREACH** — Phone confiscated; parent/guardian collects; Friday detention + 3 TYRO behaviour points.
3. **THIRD BREACH** — Phone confiscated; parent/guardian collects; suspension may apply.

EXTRA RULE: Do not swap pouches. Hidden/second devices are serious breaches.

Scan for full policy

Full ECC Mobile Phone Policy

- Read the full procedures and sanctions.
- Keep the QR code for quick reference.
- Working together supports focus, wellbeing and respect.

BE PREPARED: phone + pouch every day

ECC values in action

Excellence in Education · Care · Equality · Community · Respect

PHONES AWAY • MINDS ENGAGED • FRIENDSHIPS STRONGER • LEARNING FIRST

STARTING SECONDARY SCHOOL



Settling In — What you can do to help at home:

- Set a regular pattern for homework time.
- Show interest in work done.
- Provide a quiet, well-lit place to work.
- Turn off the TV or devices during homework time.
- Remove access to mobile phones when doing homework and study.
- Actively help your child to revise.
- In the first few weeks, each evening, help your child check their timetable regarding homework, books, equipment, or notes required for school the next day.
- Fill in the absence, late or permission to leave notes on the VSware App. or in the Homework Journal.
- Check and sign the Homework Journal each week.
- Agree an appropriate time for going to bed and getting up in the morning.
- Ensure your child has a good breakfast each morning.
- Encourage your child to talk to teachers if they are having difficulty.
- Ring and/or make an appointment to see the Teacher or Year Head if needed.
- Phone Bernadette in the front office if you need to message your child.
- Encourage your child to take part in extra-curricular activities.

STARTING SECONDARY SCHOOL



Parental/Guardian Responsibility:

There are high expectations of parental/guardian involvement in their child's education.

The school expects that all parents/guardians will:

·Check and sign the Student Journal weekly

·Phone/email the school if your child is absent for more than one day

·Record absences on the VSware App or using the notes provided in the journal

·Sign any notes in the journal from the staff

·Attend annual parent/teacher meeting for their child

It is vitally important that the Board of Management, Parents, Staff, and Students work together to maintain the high standards that Elphin Community College strives for.

In doing so, we request that parents/guardians support the school and its management team in the following ways:

·Consistent and regular attendance at school is vital. If a student has been absent for 20 days, we are obliged to inform Tusla

·Ensuring that all students are in school no later than 8:55 a.m. each morning

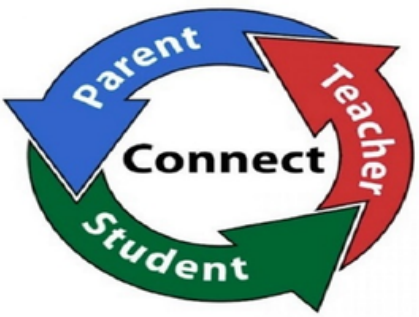
·The full school uniform is worn daily: a Green jumper with the school crest, a white shirt, dark grey trousers (boys), a knee-length plaid skirt/grey trousers (girls), and black shoes.

·Encouraging and supporting their child to do their best in all areas of school life, including homework, study, extra-curricular and co-curricular

·Respect for all – self, others, property and environment

·Mobile phones should be powered off before entering the school grounds

·Use of illegal substances/vaping/smoking is strictly forbidden



STARTING SECONDARY SCHOOL



EVERY DAY COUNTS

BE HERE, BE READY, BE YOUR BEST!

- Attending school daily is essential for learning, friendships, and progress.
- Missing just 2 days a month means missing 3 weeks of school over the year.
- Students with good attendance are more likely to stay engaged and succeed

We're here to support – speak to your Year Head if you're finding it hard to attend.



School Calendar

ELPHIN COMMUNITY COLLEGE
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Elphin Community College School Calendar 2026-2027	
School Opens for 1st Years	Thursday 27th August
Opening School Year Celebration	Friday 25th September (12.30 pm)
School Closed	**Monday 28th September**
No school for students (*Staff training day*)	**Tuesday 6th October**
Activity Day & Open Night for incoming 1st Years	Thursday 15th October
3rd & 6th YR Parent-Teacher-Meeting	*Monday 19th October (4.15 pm – 6.45 pm)*
School closes for Mid-Term.	Friday 23rd October
Mid-Term	**Monday 26th – Friday 30th October**
School Reopens	**Monday 2nd November**
Assessment week for all years	Monday 9th – Friday 13th November
2nd & 5th YR & LCA1 Parent-Teacher-Meeting	*Wednesday 25th November (4.15 pm – 6.45 pm)*
No school for students (Dept of Ed & Youth Staff training)	Thursday 26th November
School Closed	Monday 7th December
School closes for Christmas.	Tuesday 22nd December (school open full day)
Christmas Holidays	**Wednesday 23rd December – Tuesday 5th January**
School Reopens	Wednesday 6th January
1st Year Parent-Teacher-Meeting	*Tuesday 26th January (4.15 pm – 6.45 pm)*
School Closed	Monday 1st February (**Bank Holiday**)
Mock Exams for JC & LC students	Commence Tuesday, 2nd February
Mock Exams & House Exams for all non-exam years	Monday 8th – Friday 12th February
School closes for Mid-Term.	Friday 12th February
Mid-Term	**Monday 15th – Friday 19th February**
School Reopens	Monday 22nd February
School Show	Thursday 4th March
School Closed	Wednesday 17th March (**Bank Holiday**)
TY & 6th Yr Parent-Teacher-Meeting	*Thursday 18th March (4 – 6 pm)*
School closes for Easter Holidays	Friday 19h March
Easter Holidays	**Monday 22nd March – Friday 2nd April**
School Reopens	**Monday 5th April**
Wellbeing Week	Monday 12th April – Friday 16th April
School Closed	Monday 3rd May (**Bank Holiday**)
School Closed	Tuesday 4th May
TY Graduation (Provisional)	Wednesday 19th May
LC Graduation (Provisional)	Wednesday 26th May
Summer Assessments	Commence Monday 31st May (Non-Exam years)
Last Day of the School Year	Friday 4th June

*The dates on this calendar are subject to change



Book Collection	**Tuesday 25th August:** 10 am - 2 pm: 1st, 2nd & 3rd Year **Wednesday 26th August** 10 am - 1 pm: 5th, LCA & 6th Years
1st Year Activities	**Thursday 27th August** 9 am - 1:15 pm
3rd & 6th Year ONLY	**Friday 28th August** 9 am - 1:15
1st , 2nd, 3rd, 5th , LCA & 6th Year	**Monday 31st August** 9 am - 3:45 pm
All students including TYs	**Tuesday 1st September** FULL DAY

ELPHIN COMMUNITY COLLEGE
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Evening Study Registration Form

2026 – 2027

Student's Name: _____ Year: _____

Address: _____

_____

Parent/Guardian Name: _____ Contact Number: _____

Payment Options

Please tick payment type

Payment 1: Mon, 31st August – Thurs, Thurs, 17th December 2026 Cost €200 ☐

Payment 2: (3 eve per week): Wed, 6th Jan– Thurs, 3rd June 2026 Cost €200 ☐

Payments can be made in instalments.

Permission

I _____ (Parent/Guardian) grant permission for _____ (name of child) to attend Evening Study at Elphin Community College.

Signed: _____ Date: _____
(Parent/Guardian)

I, _____ a registered student of Elphin Community College Evening Study Programme, agree to abide by the programme rules and regulations.

Signed: _____ Date: _____
(Student Name)

Evening Study Regulations

Monday – Thursday: 4 pm – 6:00 pm

The Evening Study Programme aims to provide students with a safe, quiet, and warm environment in which to study after school. To ensure that this environment is maintained, the school, parents or guardians, and registered students must adhere to the following regulations.

1. Parents are not required to contact the school if their son/daughter is unable to attend. For security reasons, when a student is absent from the classroom, a text message will be automatically sent to parents.
2. Students are allowed a ten-minute break halfway through study but must remain in the school building. Students must return to the study hall on time with all required materials. Students will not be permitted into the study hall after commencement. Required materials/toilet breaks are to be taken before or during the allocated breaks to avoid disruption.
3. Students and staff must maintain a quiet environment for students. Any disruption, breach of school rules, or disrespect towards students or staff will be noted on the student's Discipline Record in the system, and school disciplinary procedures will be applied. Therefore, detention or suspension may be used.
4. The use of mobile phones, iPods, and electronic equipment (unless the Department of Education has authorised it) is not permitted during study unless the Evening Study Coordinator gives permission.
5. Students deemed unsuitable for the Evening Study Programme due to behavioural problems will be removed from the programme. Fees are non-refundable.

This form can be returned in person or via email info.elphin@gretb.ie

☐ I have read the rules and regulations, and we agree to comply.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____