



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 (GRET B). As a GRET B 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 GRET B 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 GRET B, 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 community





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 Coördinator	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

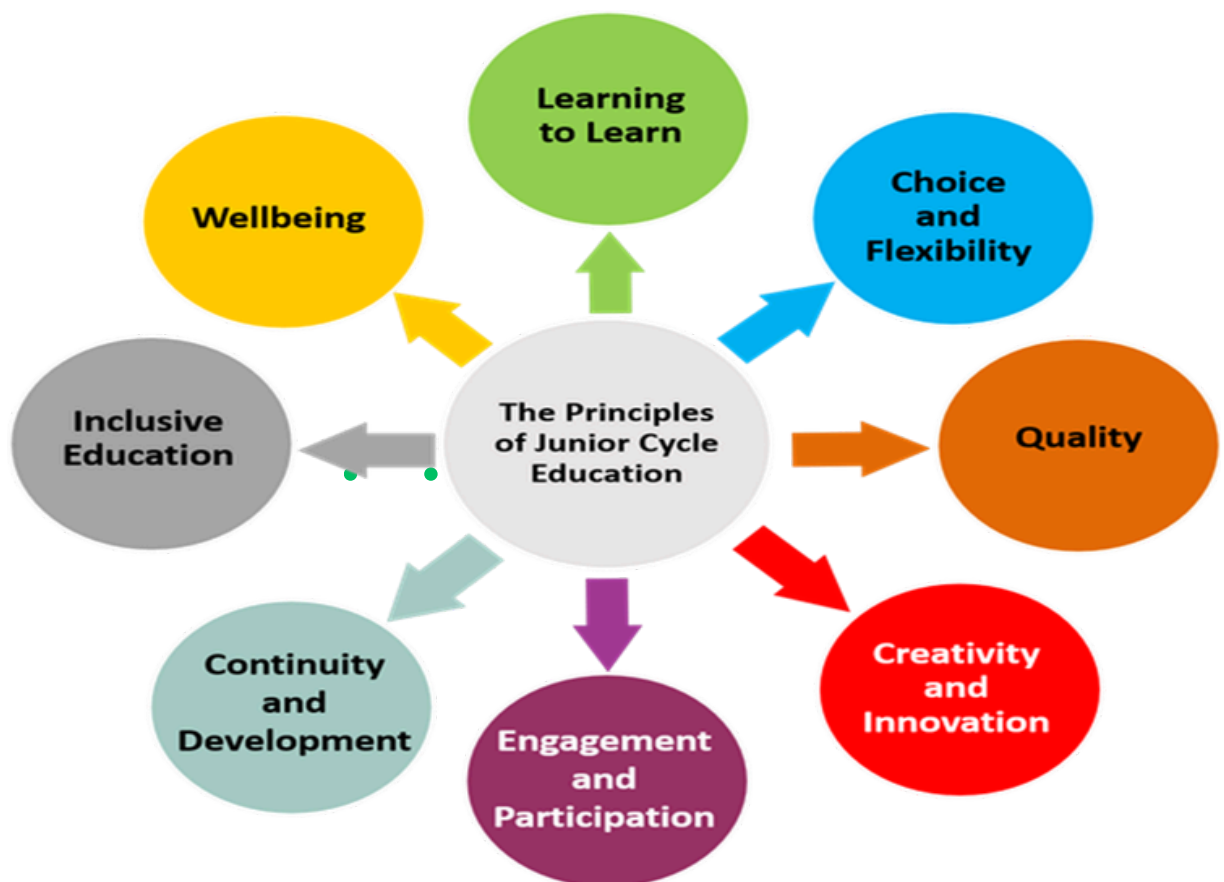
Core Subjects	Optional Subjects
English	Business
Irish	Geography
Maths	Graphics
History	Home Economics
Science	Music
French/German (MFL)	Visual Art
Physical Education (PE)	Wood Technology
Civic, Social and Political Education (CSPE)	Engineering
Social, Personal, Health Education (SPHE)	
Digital Medial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

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.

Grading 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

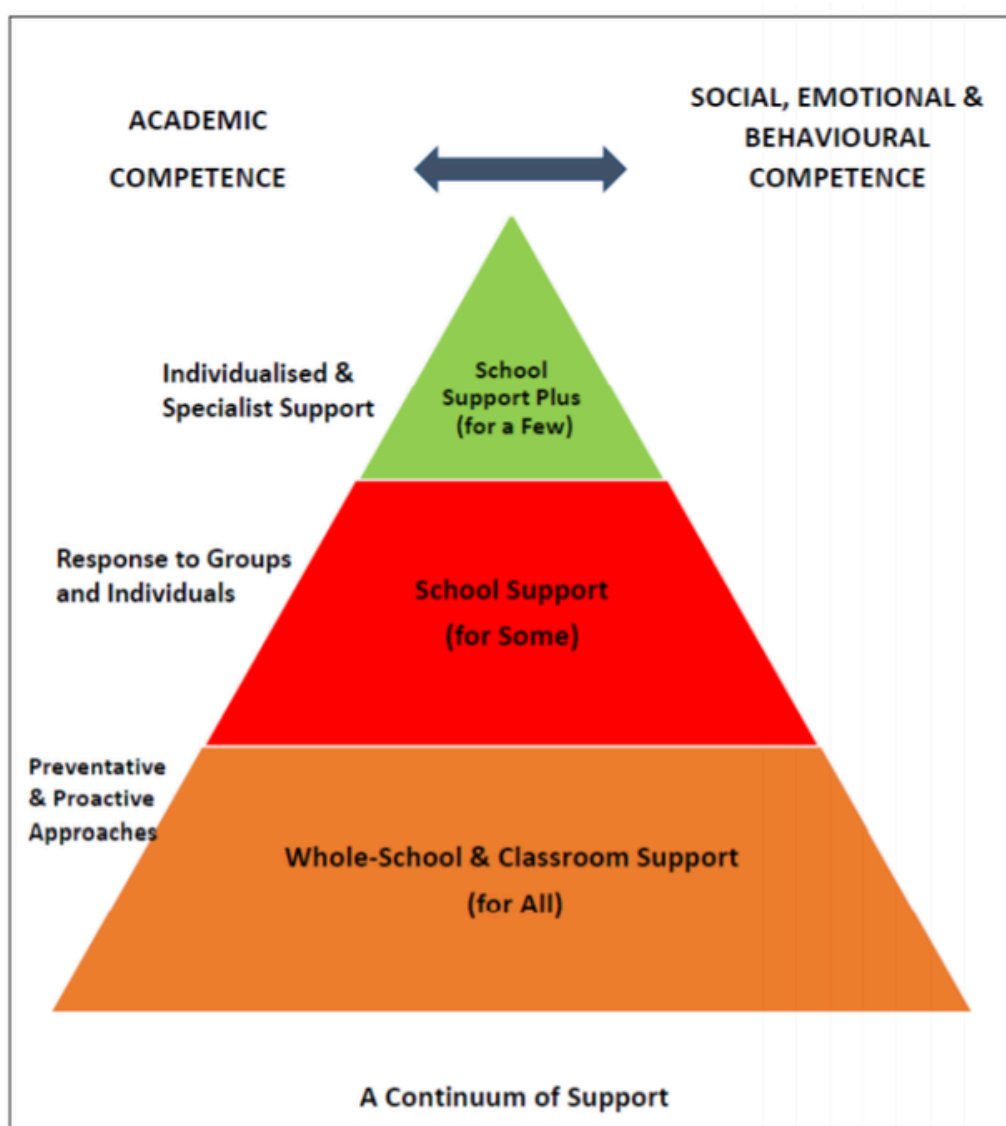
Our special education program aims to recognise all students' needs and meet them through inclusive practices underpinned by differentiated approaches to learning and teaching. All staff form an integral part of the learning support team. There is a growing awareness of the importance of encouraging 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>





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ATTENDANCE MATTERS

AT ELPHIN COMMUNITY COLLEGE

Why every school day counts

Great attendance helps you **learn**, **grow** and **achieve!**



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.

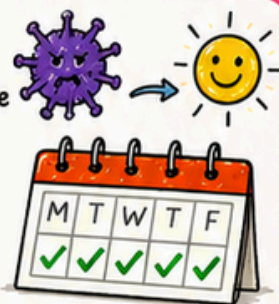
4 Missing school means **MISSING IMPORTANT LEARNING** and **CLASSROOM EXPERIENCES.**

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.





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ATTENDANCE MATTERS

AT ELPHIN COMMUNITY COLLEGE

School attendance rules and what to do

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



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

We're all in
this together!



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! ★

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.

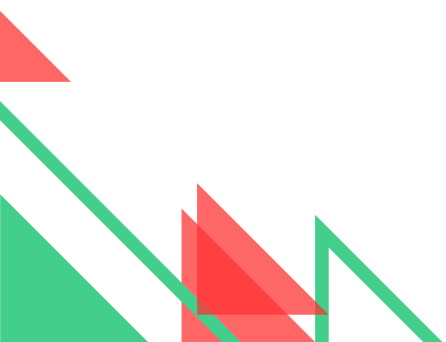
Reynolds Catering delivers hot lunches to the school. These can be preordered and paid online using the Debitrak App (see the attached sheet for instructions). The account number is 0692-1515-B760.

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

Kindness
starts with
each of us

Be kind.
Be you.

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

You're not alone.
We've got your back!



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 signout follows the normal school procedure through TYRO and the office.



**PHONES OFF.
LOCKED IN POUCHES.
LEARNING ON.**

THE DAY IN A NUTSHELL



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 €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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**ELPHIN COMMUNITY
COLLEGE**

Respect • Excellence in Education
Care • Equality • Community



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TYRO

PARENT & STUDENT LOGIN GUIDE

What to do and what you will see once logged in

Let's get started!



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".



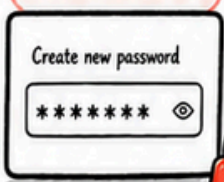
4

Paste in the code and press "Verify Code".



5

Create your new password.



6

Login using your email and new password.



8

Turn on notifications so you do not miss school messages.



7

Create a new passcode for faster access.



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.

SCAN FOR THE
FULL TYRO GUIDE



- ✓ 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.



GOOD TO KNOW!

TYRO SCHOOL APP – LOGIN GUIDE



Quick start for parents and students

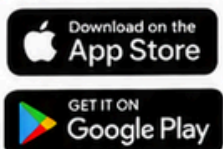
1 CHECK YOUR TYRO EMAIL INVITATION.

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.



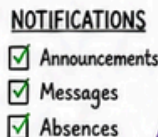
3 CLICK THE LINK IN THE TYRO INVITATION EMAIL.

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



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.



5 RETURN TO THE TYRO APP AND SIGN IN.

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



4 UPDATE / CREATE YOUR PASSWORD.

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



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

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.



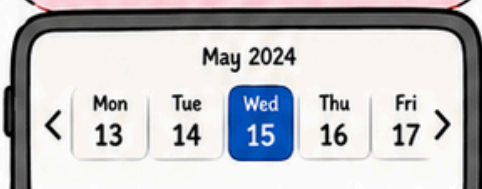
3 CLICK ON THE STUDENT
WHOSE TIMETABLE YOU
WANT TO VIEW.



4 OPEN THE
TIMETABLE
SCREEN.



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



SWIPE
LEFT OR
RIGHT

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.



gretb

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na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board



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.



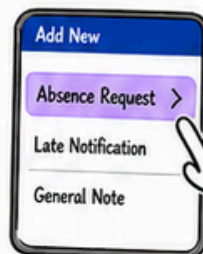
5

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.

Absence Request

Start Date
20/05/2025

End Date
20/05/2025

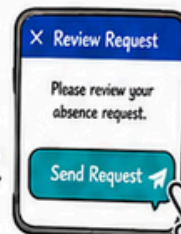
Reason for Absence
Illness

Note (optional)
Sore throat and cough.



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



Mobile Phone Pouch Guide

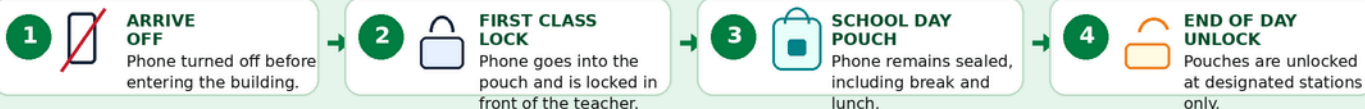
Information page for parents/guardians and incoming 1st year students 2026-27

2026-27

PHONES OFF • LOCKED IN POUCHES • LEARNING ON

Our mobile-free school day

The simple routine students follow each day:



1 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 VShare 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.

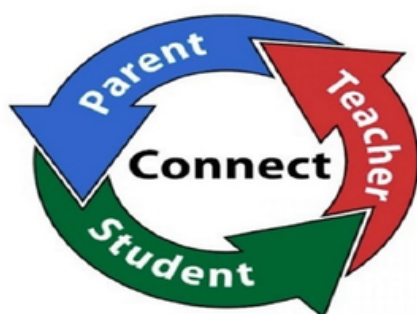
The school expects that all parents/guardians will:

- 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 VShare 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
COLÁISTE POBAIL AIL FINN



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

*The dates on this calendar are subject to change



STUDENT

RETURN DATES 2026/27

info.elphin@gretb.ie

Book Collection	Tuesday 25th August: 10 am - 2 pm: 1st, 2 nd & 3 rd 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



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: _____

