



First Year Information Pack 2026-2027



Dear Parents(s) / Guardian (s),

Thank you for choosing Nagle Community College for your son/daughter's education. We look forward to sharing a wonderful educational journey with you over the next six years. All the information you need ahead of your son/daughter starting in Nagle Community College is contained in this information pack, also available at www.naglecc.ie

1. **General Information** for incoming 1st year students 2026 – 2027 is included in this pack for your information.
2. Information on our new school communication system – **TYRO** - Please ensure you download the TYRO app as it will be the main method of communication from next term. A user guide is available on our website at: <https://www.naglecc.ie/News/TYRO-User-Guide-for-Parents/150375/Index.html>
3. **Student Activity Fees** and information on **Way2Pay**. All student activity fees should be paid by Wednesday 26th August, 2026. The student activity fee is €140 per student or €200 per family. We would encourage all parents to pay on the Way2Pay app. We are a cashless school and *we will not be able to accept cash payments again this year*. If you require assistance with this, please contact the school office. You will receive a text from the school in the coming weeks with a link to pay the student activity fee.
4. **A School Calendar** for the academic year 2026 – 2027 with dates of school closures / holidays etc.
5. **Contact Information:** We have all parent contact details and mobile phone numbers, we will text you important updates. Please contact the school office on 021-4358633 if any of your details change so you can be kept informed and up to date.
6. **List of class requirements for 1st year students. Note: All School Books** and school materials are provided through the new free Junior Cycle Book Scheme.
7. **Information on school uniforms:** Note: Our school uniform supplier is Cahill's Uniform Shop based in Carrigaline, Co.Cork. Further information on uniform is contained in this pack. Uniform policy will be strictly implemented.
8. Please note, **mobile phones** are not permitted in the school and no 1st year student should bring a phone to school. Contact via the main office, if necessary.

We look forward to welcoming all of our incoming 1st year students at the start of the next academic term at **8.45AM on Friday 28th August 2026**. 1st year parents are warmly invited to a parent meeting at 10.30am on the same day to meet with your son/daughter's tutor and year head. In the meantime, if you require any further information, please do not hesitate to contact us here at the school on 021-4358633.

Kind Regards,

Nicholas O' Keeffe **Principal, Nagle Community College**

1. General Information for Incoming 1st Years

Principal: Mr. Nicholas O' Keeffe

Year Head: Ms. Una O' Neill

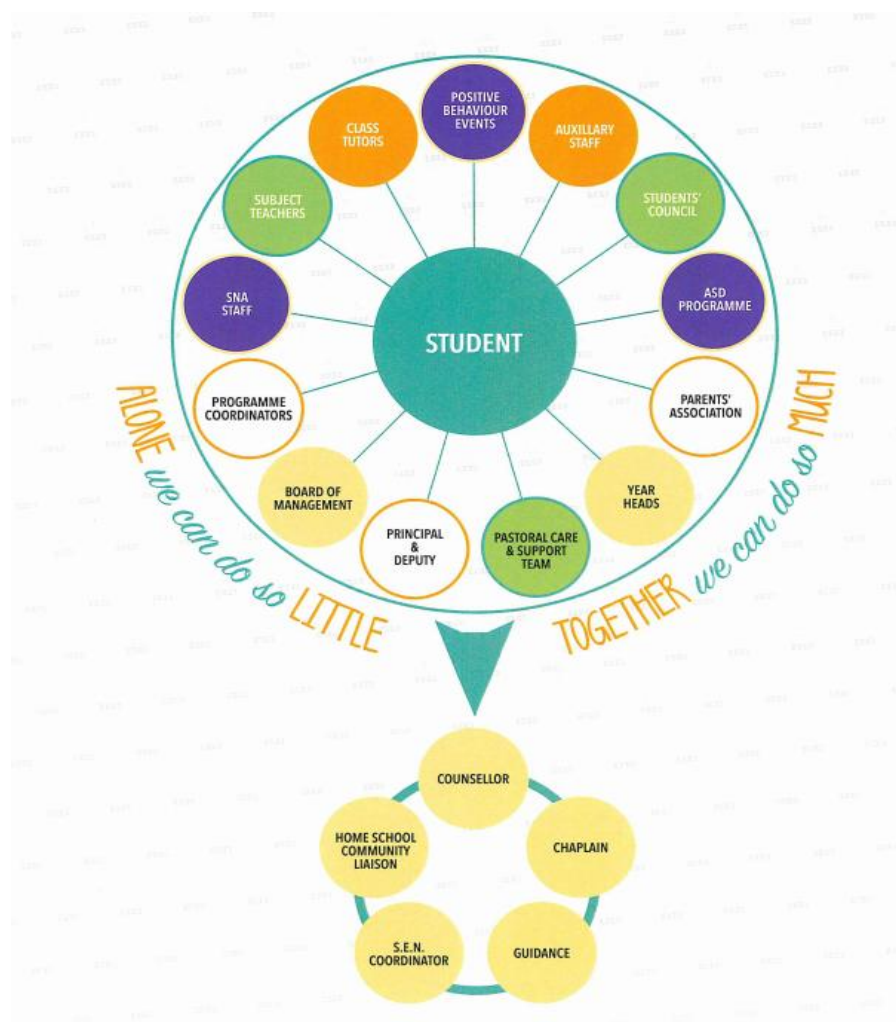
Home School Community Liaison: Ms. Lisa McLaughlin

Guidance Counsellor: Ms. Una Hegarty

School Chaplain: Mr. Barry Cotter

School Completion Programme: Ms. Sharon Long

SEN Coordinator: Ms. Juliet Moylan



School Day: Note: Some new changes since last year:

- 8am – 8.40am (School open & Hot Breakfast Available for all students)
- 8.45am – 10.45am (3 classes, 40 minutes each)
- 10.45am – 10.55am (Break – Students have their break in their designated assembly area, see picture of 1st year pod below)
- 10.55am – 11.35am (1 Class, 40 Minutes)
- 11.35am – 11.45am (Wellbeing Time with class tutor, 10 minutes Monday, Tuesday Thursday and Friday)
- 11.45am – 1.05pm (2 classes, 40 minutes each)
- 1.05pm – 1.40pm (Lunchtime) Hot lunch is provided by Fresh Today.
- 1.40pm – 3.40pm (3 classes, 40 Minutes each)
- 3.40pm – School Finishes.

Note: *As there is no wellbeing time of 10 minutes on a Wednesday, school finishes at the slightly earlier time of 12.55pm.

Note: *School finishes at 3pm on Fridays.



School Lunch:

Breakfast and hot lunch is provided for every student of Nagle Community College. Lunch is provided by Fresh Today. A wide selection of pastas, curries, hot dishes, hot and cold sandwiches, wraps, salads, cereal, fruit etc. are available every day. If your son/daughter has any particular dietary requirements, please let us know and we will liaise with Fresh Today.



Compulsory Subjects

- Irish
- English
- Maths
- Science
- History
- Geography

Optional Subjects (Choice of 4)

Nagle Community College offers a 'Taster Programme' (Students get to taste each of the following subjects for one third of the year in 1st year and will then pick their subject choices for 2nd and 3rd year at the end of first term. This gives every student the opportunity to experience a subject for approximately 3 weeks before deciding which they would like to continue with for Junior Cycle.

- French
- Art
- Business
- History
- Geography
- Materials Technology Woodwork
- Engineering (Metalwork)
- Home Economics
- Music
- Technical Graphics

Non Exam Subjects (Wellbeing)

- P.E.
- CSPE (Civic Social Political Education)
- SPHE (Social Personal Health Education)
- Religion
- Digital Literacy / Computers
- Careers
- Climate Action / Sustainability

Students will be informed which class they are placed in and which subjects they will be studying first when they are given their timetable the first day of school, on Friday August 28th between 8.45am – 10.45am.

1st Year Parents are welcome to a brief information session on Friday 28th August from 10.30am – 11am

No school for 1st year students on Monday 31st August 2026.

Full timetable on Tuesday 1st September 2026

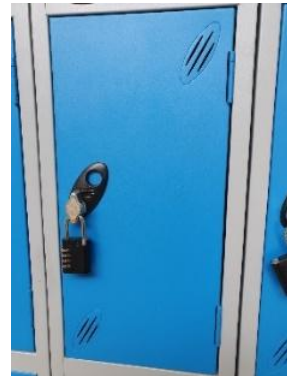
School Activity Fee

All incoming 1st year students pay a total fee of €140. Please make payment via Way2Pay by Wednesday 26th August 2026, online via the Way2Pay app. Details on how to use the Way2Pay app are enclosed in this information pack. Please contact the school office on 021-4358633 if you have any difficulties.

Note: If your son/daughter has siblings in the school there is a set family fee of €200 in total.

The fee covers all of the following:

- Lockers and Locks
- Personal Accident Insurance
- In House Exam Materials
- Supplemented Bus Costs
- Leadership Training
- Supplemented School Tours and Trips
- Guest Speakers & Seminars
- Extra-Curricular Activities Resources
- After School Study and Homework Club



*Our school book scheme provides all books and materials to students and great care must be taken with the books.

** Lockers and combination locks will be given to students on the first day of school.



Student Council

We have a very active Student Council at Nagle Community College. Each class elects one student to represent them on the council. Each first year class will be represented on the student council. Meetings are held once a month and very important topics and student matters are discussed. We hope many of you will get involved in the student council.



Extra-Curricular Activities

We have a very strong tradition of extra-curricular activities here at Nagle Community College. Activities are open to all students and we encourage everyone to get involved in as many activities and lunchtime activities as possible.

- Soccer
- Football
- Basketball
- Athletics
- Choir / Music Club
- MasterChef
- Drama
- School Show
- Irish Club
- Bodhrán Playing
- Trips/Tours e.g. Cinema, Activity Centres
- Chess Club
- Library Book/Club
- JCSP Initiatives / Annual Readathon
- Music Club / Drama Club / Games Club
- Positive Behaviour Initiatives
- Annual Fun Day
- Annual Prizes & Awards
- Wellbeing Weeks e.g. Family Week
- Meitheal Leadership Programme
- Futsal
- Young Scientist Competition
- Badminton



Parents Council

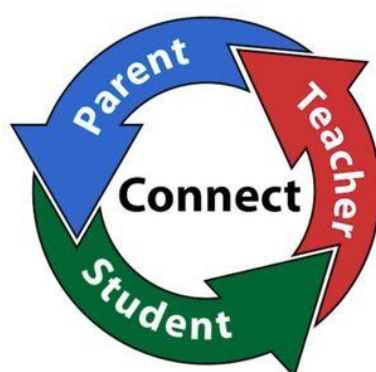
We have a very active parents council here in the school who meet regularly to consult and discuss important matters with Parents. Further information will be made available during the first term. We would love for some first year parents to get involved in the parents council and you would be very welcome.



Parent – Teacher Meetings

Parent Teacher Meetings are important opportunities to meet with all the teachers of your son/daughter. For your convenience, meetings run between 4.15pm and 6.30pm. Attendance at these meetings is compulsory and if for any reason you cannot attend, arrangements must be made to meet your son/daughter's class tutor. Parent – Teacher Meetings for 1st year parents will take place on the following date:

Tuesday 17th November 2026



Junior Cycle

As an incoming 1st year student in 2026 – 2027 , your son/daughter will study the Junior Cycle. Please see information attached on the new Junior Cycle.



CBAs will be undertaken during a defined time period within normal class contact time and to a national timetable. Students will complete one CBA in second year and one in third year in most subjects.

CBAs will be reported on in the JCRA using the following descriptors:

- Exceptional
- Above Expectations
- In line with expectations
- Yet to Meet Expectations

Once the second Classroom-Based Assessment (CBA) is completed, students in third year will complete a written assessment task on that they have undertaken in the assessment. This task, set by the National Council for Curriculum and Assessment (NCCA), is undertaken during normal class time and will be sent to the State Examinations Commission (SEC) for marking. This Assessment Task will account for 10% of the overall mark for the final examination. Specific arrangements are made for Visual Art, Music, Home Economics and the technology subjects. At the end of third year, students will sit the final SEC examination in June, which will account for 90% of the SEC grade.

Short Courses

Schools may offer short courses on their junior cycle programme. A short course is designed for approximately 100 hours of student engagement across two or three years of the junior cycle. Short courses have been made available by the NCCA in Coding, Chinese Language and Culture, Digital Media Literacy, Artistic Performance, Philosophy, Civic, Social and Political Education, Physical Education and Social Personal and Health Education. Schools may also develop their own short courses to meet their students' needs.

Other Areas of Learning

Students will have the opportunity to engage with a range of co-curricular activities during the junior cycle programme and these can be recorded on the JCRA. Other learning experiences play a critical role in ensuring that students are provided with a broad and balanced educational experience. These learning experiences could include student engagement in a science fair, a musical performance or a debating competition.

They could also include extracurricular activities, such as:

- membership of the school student council or school clubs and societies
- participation in school sporting activities

Reporting in Junior Cycle

A new reporting structure at junior cycle will contribute to the new educational experience for students. It will support and underpin ongoing learning and assessment.

Schools will regularly:

- Provide information to parents about their child's progress and attainment
- Support students in their learning by suggesting next steps and providing feedback to help students' self-evaluation

The reporting process at junior cycle will culminate in the new JCRA for students. The JCRA was awarded for the first time in Autumn 2017.

Student Wellbeing

Your child's wellbeing is of central importance to his/her educational success and overall happiness. Wellbeing will become a core part of your child's junior cycle experience. This area of learning includes, amongst others, Physical Education (PE), Civic, Social and Political Education (CSPE), Social Personal and Health Education (SPHE) and Learning Relationship and Sexuality Education (RSSE) and Guidance.

Level 2 Learning Programmes

There is a new junior cycle pathway for students with particular special educational needs called Level 2 Learning Programmes (L2LPs).

These are being successfully implemented in special schools and are available for some students in mainstream post-primary schools also. Students completing this programme will have their results reported on the JCRA.

Level 1 Learning Programmes (L1LPs)

A Level 1 Learning Programme was launched in May 2018

For further information on the new Junior Cycle visit:-
www.curriculumonline.ie for subject and short course specifications and information regarding assessment
www.jc.ie for teacher CPD information and general information regarding the new junior cycle

Follow us on Twitter @JCforTeachers



Art Grants Collaborative in Transition

Junior Cycle
for Teachers




Junior Cycle Information for Parents of Post-Primary Students

Junior Cycle: A broad education for your child

The junior cycle will place the student at the centre of the learning process. It allows for new ways of learning and a broader range of skills to be properly assessed. This leaflet aims to inform parents of post-primary school students about the key changes underway.

Principles, Key Skills and Statements of Learning

Underpinning the new junior cycle are a set of principles, key skills and statements of learning. These will ensure that your child receives a rich educational experience that has both breadth and depth. Your child will have access to a varied curriculum of knowledge, understandings, skills and values.

Eight principles underpin the framework for Junior Cycle. These inform the planning for, as well as the development and implementation of, junior cycle programmes in all schools. The eight principles of Junior Cycle are:-

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

Eight key skills permeate across the entire curriculum



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

The twenty-four statements of learning describe what your child should know, understand and value having participated in junior cycle. Schools will ensure that all statements of learning feature in the programme offered to their junior cycle students.

A student entering First year will experience all Junior Cycle subjects through their new specifications



How student achievement at Junior Cycle will be assessed

The most significant change in the new Junior Cycle is in the area of assessment. A dual approach to assessment, involving classroom-based assessment across the three years and a final externally-assessed, state-certified examination can enable the appropriate balance between preparing students for examinations and facilitating creative thinking, engaged learning and better outcomes for students. From Autumn 2017, junior cycle students will receive a new Junior Cycle Profile of Achievement (JCPA). The JCPA will reflect a much wider range of your child's achievements over the three years of junior cycle. The JCPA will report on a number of areas, including:-

1. Subjects (State Examination and Assessment Task)
2. Classroom Based Assessments
3. Short courses
4. Other Areas of Learning
5. The Wellbeing Programme

Subjects

Schools will be able to choose from a total of 21 different subjects for inclusion on their junior cycle programme. All subjects are being revised and each one will have its own specification replacing what was previously known as a syllabus. Each specification describes the learning that takes place as part of the student's study of a subject in junior cycle. By 2019 all new subject specifications will have been introduced. Students can study a maximum of 10 subjects for the JCPA, and if their school offers short courses they can study 9 subjects plus 2 short courses or 8 subjects plus 4 short courses for certification purposes.

The state examination that students sit in their subject at the end of their junior cycle will also be graded differently. Instead of A, B, C, D, E, F and NC the following descriptors will now be used:

Distinction	90 to 100%
Higher Merit	75 to 89%
Merit	55 to 74%
Achieved	40 to 54%
Partially Achieved	20 to 39%
(not graded)	0 to 19%

Classroom Based Assessments

Classroom Based Assessments (CBAs) provide students with opportunities to demonstrate their learning and skills in ways not possible in a pen and paper examination, for example, their verbal communication and investigation skills. CBAs will be undertaken in subjects and short courses and will be facilitated by the classroom teacher.

Wellbeing is a very important part of the new Junior Cycle. Over the course of study your son/daughter will have the opportunity to engage with 400 hours of wellbeing information and subjects. The following are the wellbeing indicators:

Nagle Community College is heavily committed to the well-being of students, staff and parents.

All students at Junior Cycle benefit from the provision of 400 hours of well-being built in to the curriculum.

Students obtain this through the provision of CSPE, SPHE, PE, Guidance, Digital Literacy, Positive Mental Health Initiatives, extra-curricular activities and other learning experiences.

Nagle Community College strongly promotes the well-being indicators and they feature very much in the daily life of the school.

Junior Cycle
Well-Being
Indicators

INDICATORS of WELL-BEING



ACTIVE

- Am I a confident and skilled participant in physical activity?
- How physically active am I?



RESPONSIBLE

- Do I take action to protect and promote my well-being and that of others?
- Do I make healthy eating choices?
- Do I know where my safety is at risk and do I make the right choices?



CONNECTED

- Do I feel connected to my school, my friends and the wider world?
- Do I appreciate that my actions and interactions impact on my own well-being and that of others, in local and global contexts?



RESILIENT

- Do I believe that I have the coping skills to deal with life's challenges?
- Do I know where I can go for help?
- Do I believe that with effort I can achieve?



RESPECTED

- Do I feel that I am listened to and valued?
- Do I have positive relationships with my friends, my peers and my teachers?
- Do I show care and respect for others?

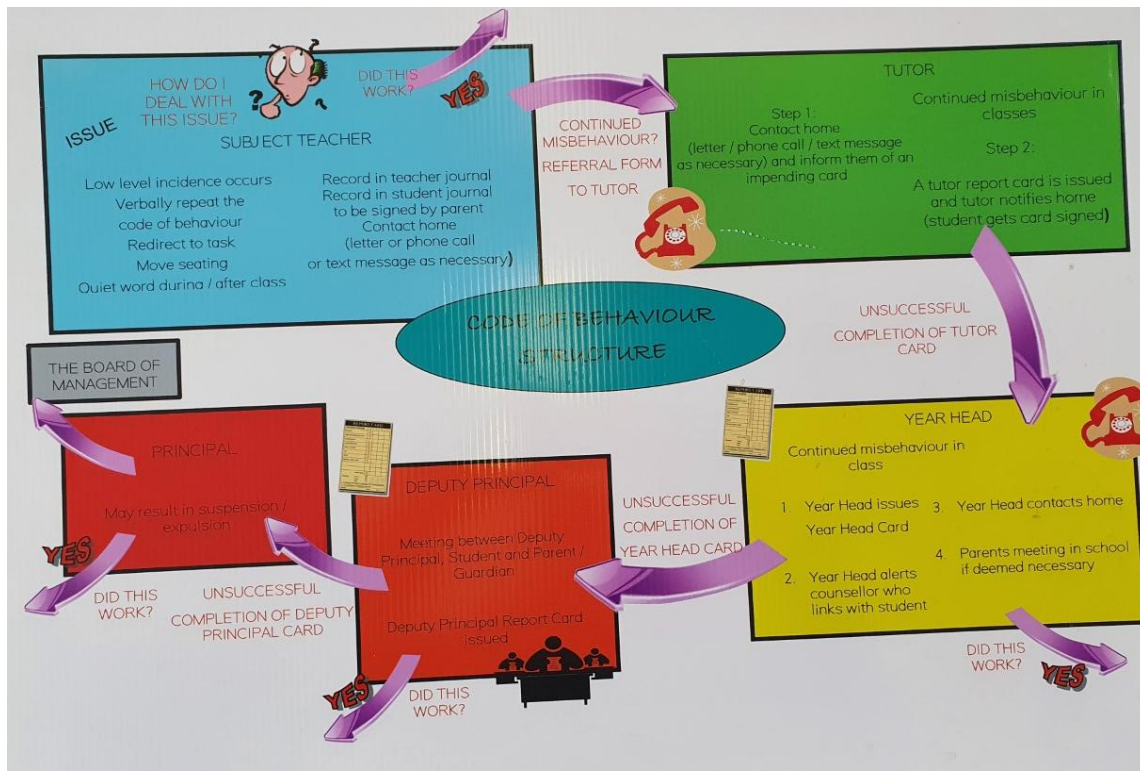


AWARE

- Am I aware of my thoughts, feelings and behaviours and can I make sense of them?
- Am I aware of what my personal values are and do I think through my decisions?
- Do I understand what helps me to learn and how I can improve?

Code of Behaviour Structure:

The school rules will be discussed with the students on the first day of school. Please see the attached graph of how our progressive code of behaviour works below.



Social Media:

Please follow our school Facebook page on:

<https://www.facebook.com/naglecommunitycollege>

Also many updates and further information in relation to returning to school will be shared on our school Facebook page and on our school website:

www.naglecc.ie

Finally, our commitment to you for choosing Nagle Community College is the following, we look forward to welcoming you all in September.

- An inclusive environment where each individual is cherished and respected
- A passion for helping students to be the best they can be; socially, personally and academically
- A proud tradition of the pursuit of excellence in teaching and learning
- A comprehensive curriculum with a broad and varied selection of practical and academic subjects
- A caring, committed and motivated staff
- A broad range of social, cultural, academic and sporting activities aimed at the holistic development of all students
- A disciplinary system based on respect, justice and fairness
- Top class facilities with excellent modern, spacious rooms and excellent resources
- A well-developed pastoral care system catering for the needs of all students
- Nagle Community College actively pursues partnerships with parents, community agencies and organisations to enhance students' experiences



NAGLE COMMUNITY COLLEGE
Coláiste Pobail de Nógla

School Calendar 2026 - 2027

August:	Friday 28 th August 2026 – 1 st 4 th and 5 th years only (8.45am – 10.45am) Monday 31 st August 2026 – 2 nd , 3 rd and 6 th year students only (8.45am – 10.45am) Tuesday 1 st September 2026- All students
September:	Annual Open Night – Tuesday 15 th September 2026 Monday 28 th September – school closed to all students
October:	Thursday 22 nd October – Staff Training Day - School Closed to all students Monday 26 th October – Friday 30 th October 2026 – Midterm Break
November:	Friday 27 th November 2026 – Staff Training Day – school closed to all students
December:	Wednesday 23 rd December 2026 – Tuesday 5 th January 2027 (Inclusive) School Re-opens on Wednesday 6 th January 2027
February:	Monday 1 st February 2027 – Bank Holiday Monday 15 th February 2027 – Friday 19 th February 2027 (Inclusive) Mid-Term Break
March:	Wednesday 17 th March 2027 – St. Patrick's Day – Bank Holiday
March /April:	Monday 22 nd March 2027- Friday 2 nd April 2027 (Inclusive) Easter Holidays
April:	30 th April 2027 – School Closed to all students
May:	Monday 3 rd May 2027 – Bank Holiday
June:	Friday 4 th June – Last day of term
June:	Wednesday 9 th June 2027 – Start of State Examinations

Parent/Teacher Meetings 2026 – 2027

Tuesday 17 th November 2026 – 1 st and 5 th year Parent – Student – Teacher Meeting
Tuesday 19 th January 2027 – 2 nd and 6 th year Parent – Student – Teacher Meeting
Tuesday 9 th March 2027 – 3 rd and 4 th Year Parent – Student – Teacher Meeting

School Uniform Information 2026 -2027

All students must wear full school uniform each and every day, without exceptions.

If a student, for any exceptional reason, does not have full uniform on rare occasions, they must bring a note explaining the reason.

If a student is not in full uniform and does not have a note, he/she will be asked to go home before coming in to school, and will be asked to return in full uniform.

Consider having extra uniform options (pants, shirts) to allow for washing where necessary.

Uniform policy will be strictly enforced from the first day of term.

PE Arrangements:

Students can bring their own PE/Gym gear to school in a gear bag on days that they have PE. Students must change in and out of PE clothes during PE classes in the sports hall changing rooms. Students are not allowed to wear PE clothes in school before or after PE classes. This rule will be strictly enforced without exceptions.

Uniform

The School Shirt (Pale Blue) (Long or short sleeve) Trousers (Navy) or Skirt (Navy, Knee-Length, worn with navy or black tights) can be bought in any department store.

This year our **School Jumper** (Half Zip top) is available to purchase from Cahill's Uniform Shop, details below. *A tie is no longer required.* The school jumper is available from Cahill's Uniform Shop, Carrigaline, Co.Cork.

Black shoes or all black runners can be worn; the black runners must be completely black with no other colour.

Jackets / Hoodies can be worn on the way to and from school, hoodies are *not* permitted inside the school and must remain in student lockers.

Cahill's Uniform Shop (School Jumper and School Tie)

Cahill's can be contacted on: 085-2412107 or info@cahillschoolwear.ie

Orders can be placed online at: www.cahillschoolwear.ie

Requirements for the School Year 2026 - 2027

**** All materials will be provided to First Year students under the new free book scheme for Junior Cycle ** Students will receive their materials on the first day of term.**

NOTE:

1. Each pupil must have:

- A good, sturdy school bag. Students must bring their bags to and from school everyday and must **not** leave them in their locker.
- Set of colouring pencils
- ***A good supply of pens, pencils, eraser, ruler and a pencil case are essential.***
- .PE. Gear and Changing Bag (Note: Students are **not** permitted to wear PE clothes to school. Students must change in PE hall during PE classes)

*Individual subject teachers may require additional materials and resources from time to time, notice of these will be communicated to parents well in advance.

- 2. Whenever possible, books, notebooks, etc. should be appropriately covered.**
- 3. Pupil's names should be on all books, equipment, uniform etc.**
- 4. Textbooks will be given to students through our Book Rental Scheme. Parents and students are reminded that all books are to be covered and retuned at the end of the school year. Books must be kept in good condition throughout the year – if a book is misplaced or lost it will have to be replaced by the student.**
- 5. Way2Pay / TYRO** text messages are the primary communication method with parents/guardians. Regular updates will be sent via text message, please ensure your contact details are up to date. Payments for specific activities will also be requested through the Way2Pay app, if you require assistance, please contact the school on 021-4358633.

Attendance

Under the Education Welfare Act 2000 Parents, are obliged to send their child to school on every school day. If a child is unable to attend school on a particular day the parent is asked to contact the office to explain the reason for this absence. When the student returns to the school he/she **must have a note for this absence in their journal signed by a parent.**

The school is obliged to report to the Education Welfare Officer if a child's absences add up to 20 days or more in a school year. Referrals on absenteeism above 20 days may be referred to the Educational Welfare Officer. **Parents are reminded not to arrange holidays during the school term.**

Punctuality

It is expected that all students are on time each morning and afternoon. Students need to be in their assembly areas at 8.45am each morning. Punctuality will be monitored closely. **Students who are late may be kept back either at lunchtime or afterschool of the same day, for detention. Notice of this detention will not be given to students/parents. Any student who has a genuine reason for being late, please phone the school office on 021-458633 to let us know or provide a note to explain the reason. Punctuality policy will be strictly enforced next year, without exceptions.**

School Rules

A full list of School Rules and the Code of Behaviour are available in every student's School Journal. Parents and students will be asked to sign these when students return to school.

School Activities / Photographs

Over the course of your child's education in Nagle Community College your son or daughter will partake in many exciting and varied programmes. We would appreciate the opportunity to publish these images in our promotional media and literature and on our school website and Facebook / Instagram Pages. If you **do not** wish your child to be included in such photographs, please contact the school **as soon as possible** on 021-4358633.

School Policies

A list of school policies are available on the school website, including the Child Safeguarding Statement and Risk Assessment, Anti-Bullying Policy, Critical Incident Management Plan and other essential policies are available for your consideration. These policies were recently reviewed. Please visit www.naglecc.ie for further information.

Social Media – Facebook Page

Please follow the Nagle Community College Facebook Page for regular updates and information on all school activities. Available on:

<https://www.facebook.com/naglecommunitycollege>

Regular updates and further information in relation to back to school (August 2026) will be available on our school website: www.naglecc.ie

STUDENT ACTIVITY FEE

For the academic year 2026 / 2027 the Student Activity Fee is €140 for an individual student/ €200 for a family. This fee includes:

- Lockers and Locks
- Class and Project Materials for Practical Classes
- Personal Accident Insurance
- In House Exam Materials
- Supplemented Bus Costs
- Leadership Training
- Supplemented Tours and Trips
- Guest Speakers & Seminars
- Extra-Curricular Activities Resources
- After School Study and Homework Club

Payment of the student activity fee is essential to allow students to participate in all school activities. If you have difficulty paying the student activity fee, please contact the principal. Students' participation in extra-curricular and co-curricular activities such as matches, fieldtrips, tours etc. is dependent on positive behaviour in school. Students presenting with discipline issues may not be allowed participate in school activities.

All payments ***must be made online*** – we cannot accept cash payments this year. If you have any difficulty with this, please contact the school office.

FREQUENTLY ASKED QUESTIONS - WAY2PAY

HOW DO I LOGIN FOR THE FIRST TIME?

1. www.way2pay.org
2. Click the Login button.
3. Enter your mobile number in international format, as both your username and password (for more information see below).e.g. 353871234567
4. You will be brought to the Change Password page, where you will have to choose your new password. For password format requirements please click the "[here](#)" button.

5. HOW DO I RESET MY PASSWORD?

1. Click the Forgot Your Password link.
2. Enter your Username (typically your mobile no. in international format, for more information see below).
3. You will receive an sms with a link to reset your password. Click this.
4. Type in your username (as above).

5. Enter your new password. For password format requirements please click the “[here](#)” [button](#).
6. Confirm your new password and click 'Change Password'.

WHAT IS MY USERNAME?

In most cases your username is your mobile phone number in standard international format e.g. 353851234567. Less frequently your username may be your email address. In this instance you will be sent an email with a password reset link.

I HAVE TRIED TO RESET MY PASSWORD BUT HAVE NOT RECEIVED AN SMS OR EMAIL?

You should receive an sms or email within a few minutes of requesting a password reset link. If you don't receive one, you may not be registered on our system. You will know if you are registered if you have previously received a payment request sms from the school. Please note only one mobile phone number will receive a payment request sms per student and this is the number which must be used as a username to log in.

THE LAST 3 LETTERS OF MY SURNAME ARE NOT ACCEPTED

Upon clicking a payment request link in an sms or email you will be prompted to enter the last 3 letters of your surname. This refers to the student's surname (if different from your own). The school may also spell your child's name in Irish or differently.

HOW DO I PAY A BILL?

1. After logging in, select Pay Bills.
2. All outstanding bills will appear.
3. Enter the amount you wish to pay in the Balance box, alternatively do not enter anything if you wish to pay the full outstanding amount.
4. Click the + icon under Pay Now? to select the bill for payment.
5. The amount to be paid will display. Proceed if correct.
6. Click the two checkboxes (terms and conditions and permission for payment).
7. Click Pay By Card Online.
8. You will be brought to the secure payment gateway where you can enter your credit card details.

9. You will be notified when payment has been successful and will receive an sms notification.

HOW DO I VIEW MY PAYMENT HISTORY?

1. Recent payments (the last 30 days) are displayed on the main dashboard.
2. Select My Payment History to view older payments.

WHAT PASSWORD CAN I USE?

Your password must have the following:

- At least 7 characters.
- At least one CAPITAL LETTER
- At least one NUMBER

Also it cannot be similar to one you've previously used on the system.

Looking forward to seeing you all in August!

Have a lovely summer!



A CORK EDUCATION AND
TRAINING BOARD SCHOOL
A Pathway for Every Learner
Registered Charity Number: 20062274

