

My Transition Booklet

For students in Sixth class coming to

Ramsgrange Community School

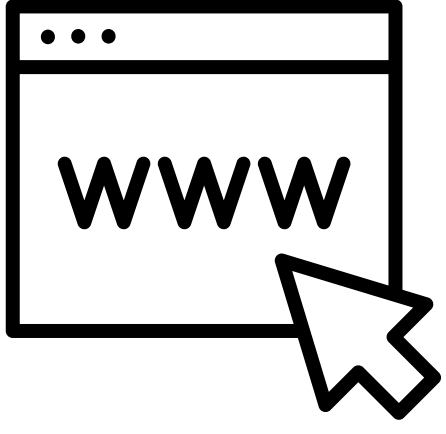
Autumn 2026



Name:

School:

Where to find information



Webpage: <https://ramsgrangecommunityschool.ie/>



Facebook: Ramsgrange Community School



Instagram: @ramsgrangecommunityschool



Ask a **Meitheal Leader** - you will get the name of the Meitheal Leaders when you come to school. Meitheal leaders are Sixth Year students who are there to help you settle into life in Ramsgrange CS.

So now take a look through this information booklet.

Hopefully it will set your mind at ease!

Bring it with you on the first day of school.

We can't wait to meet you all!



Meet the Team!



Ms Healy



Ms McDonnell

Welcome to Ramsgrange Community School. Our names are Ms McDonnell and Ms Healy, and we will be your Year Heads for the coming September. You may be wondering what a Year Head is. A Year Head is a designated teacher who supports your year group and helps to ensure that you are settling in well and enjoying all that RCS has to offer. We will also be a point of contact for your parents or guardians if they need to speak with someone, and we will regularly check in with you to make sure that you are settling in comfortably. Our school is already working hard getting ready for your arrival in September.

The top advice we can give as Year Heads is to work your way through this booklet, completing a couple of pages at a time. It has been created to help you learn more about your new school. Don't worry if everything doesn't make sense straight away — we will spend plenty of time during your first few weeks helping you find your way around, including locating your classrooms and lockers, as well as understanding where and when to queue for the canteen. You will also meet your Meitheal Leaders, who are senior students there to guide and support you as you settle in. Starting secondary school can feel like a big step, but there is no need to worry. You will have lots of support, and we are confident that you will soon feel part of our school community.

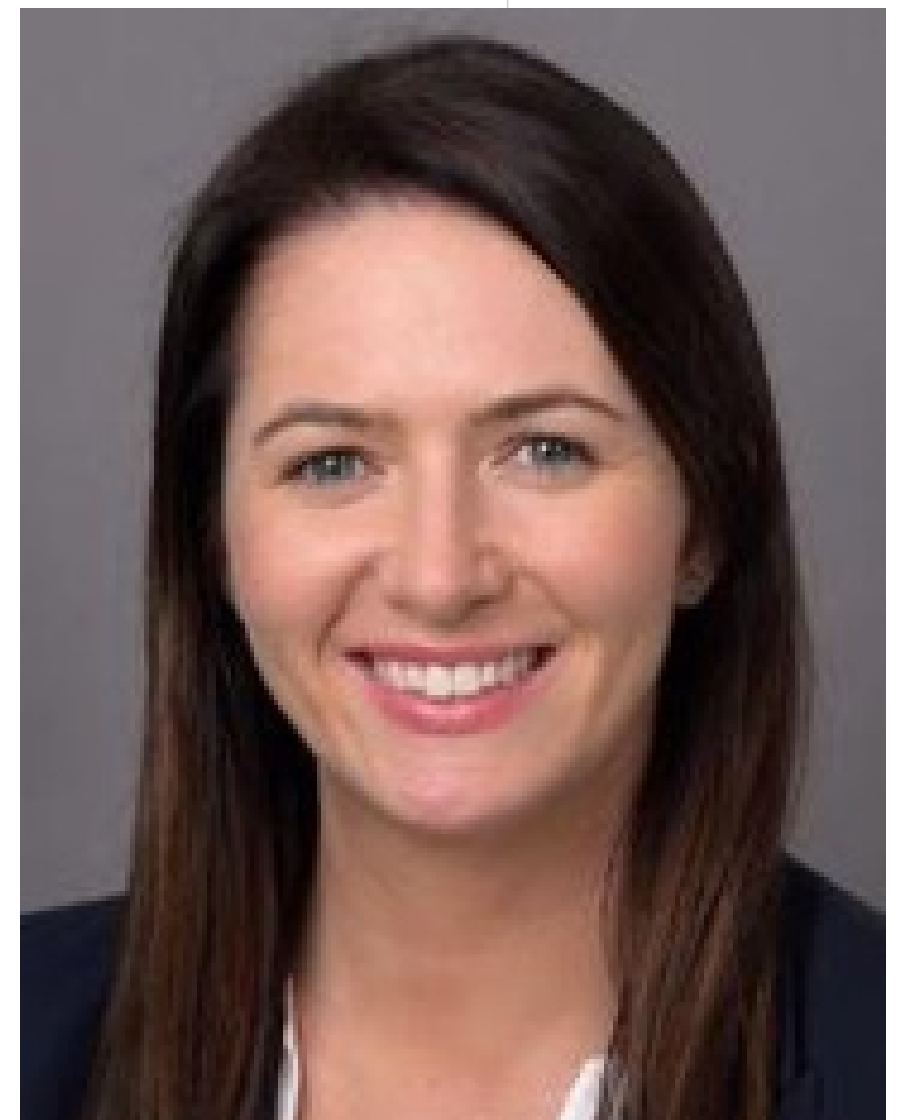
Our final piece of advice is to make the most of your remaining time in primary school. Enjoy these weeks with your friends and teachers, take part in all the activities you can, and create some great memories before you move on to secondary school. We look forward to welcoming you to RCS in September and helping you settle into your new school.

Ms. Edwards



Welcome to all our incoming first years! Hope you are all looking forward to your new beginning in RCS. My name is Ms Edwards and I am the Principal. My job is to ensure that you all settle into life in RCS. This includes you all understanding our vision in RCS which is Respect, Community & Success. It also involves you understanding what positive/good behaviour looks like and how you can be rewarded for your positive/good behaviour in our school. My job is also to listen to the students' voice, and I look forward to having the opportunity to do that over the next five or six years. My wish for you all over your time in RCS is that you get involved in as many aspects of school life that you can and that you do the best that you can. Whatever your interest is please find a club, group or team to get involved in. If there is not one already, we are open to new suggestions. You are incredibly lucky to be attending a fantastic school with an amazing bunch of teachers and staff. We are really looking forward to meeting you all again soon.

Ms. Kehoe



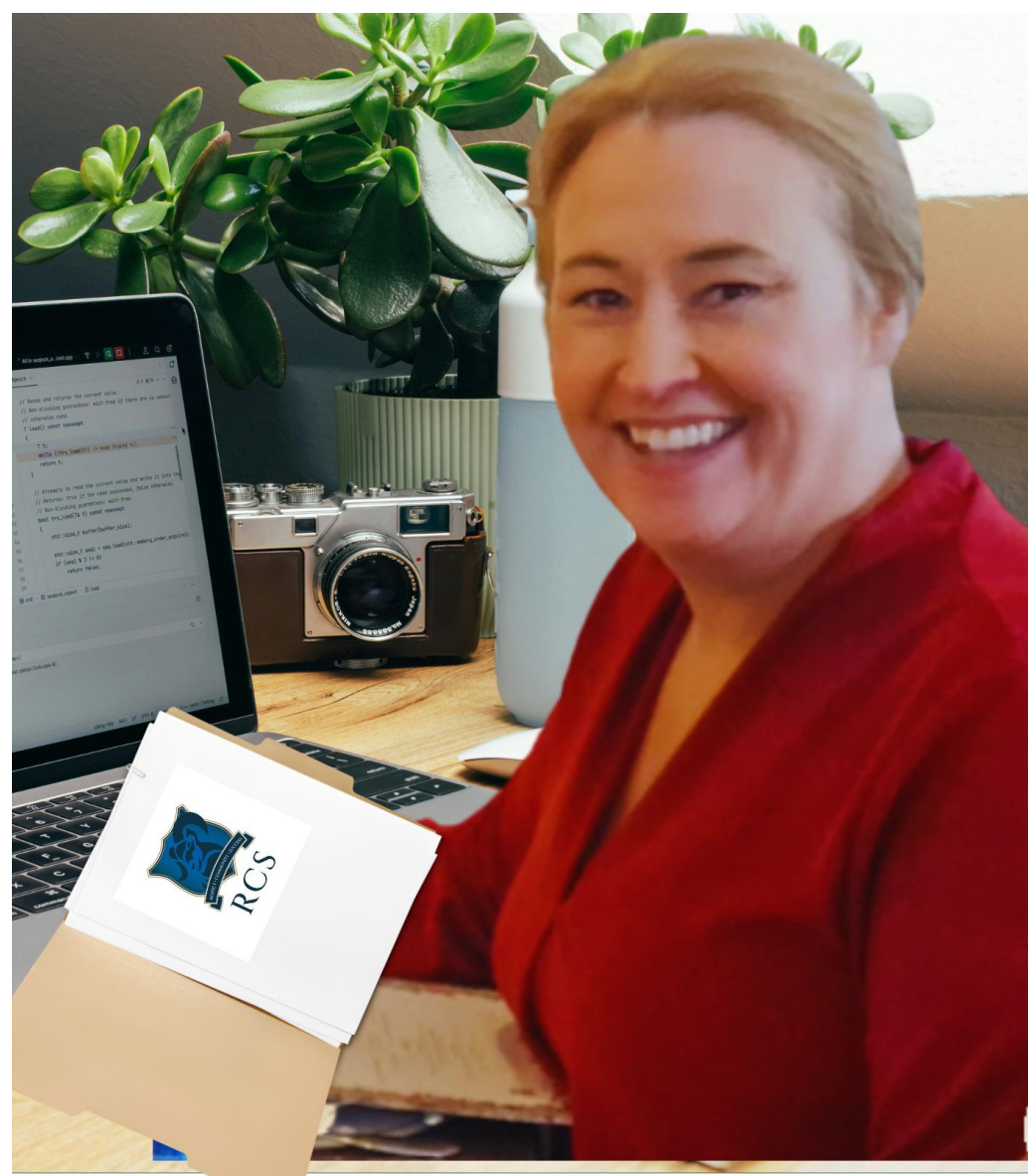
A huge hello to all our new first years! I'm so looking forward to meeting you all in the new academic year and watching you all settle and thrive as you work your way through your first year of Secondary School. My name is Ms Kehoe and I am a Deputy Principal. I am excited about the chance to make new friends this year. I'll be part of the wonderful, big team of teachers that are here to make sure you feel safe, happy and achieve your personal best while at RCS.

Ms. Cadogan



Hello, my name is Ms Cadogan. I am a Deputy Principal here at RCS. I want to extend a warm welcome to you all as you make the transition from 6th class into your first year of secondary school. I understand that starting in a new school can be both exciting and daunting, but we are all here to help and provide you with the guidance and support you need to succeed. I look forward to meeting you all and getting to know each of you as you begin your exciting journey through RCS.

Ms. L Walsh - Acting Deputy Principal



My name is Louise Walsh and I would like to warmly welcome our incoming First Year students. Moving from primary school to post-primary school is an exciting milestone, bringing many new opportunities, experiences, and friendships. Our aim is to help each student settle in, feel valued, and grow in confidence as they begin this new chapter. We look forward to getting to know you and working together to make your time in our school happy, successful, and rewarding. Best wishes for the journey ahead

Ms. Harris

My name is Mary Harris, I'm a guidance counsellor so I'll be helping you with any decisions you have to make like choosing subjects or colleges. I'm also here to help and support you throughout your time in RCS so if you have any worries or concerns you can come and see me in my office right beside the staffroom!



Ms. McCabe



Welcome to Ramsgrange Community School. You have so much to look forward to and I know you are going to enjoy secondary school here in Ramsgrange. My name is Miss McCabe, and I am the School Chaplain. Along with your Meitheal Leaders, Year Head, Tutors and all the teachers and staff; I will be doing my best to make sure you settle into secondary school. If you have any questions, worries, if you're lost, not sure of your timetable, if you can't find your locker or any other problem big or small, please don't be afraid to speak with me. We are all here to help you make the transition into secondary school as easy as possible. My office is opposite the staffroom, and I would love to see you for a chat. I look forward to seeing you all in September when your Meitheal leaders will be meeting with you on a weekly basis. Until then, take care!

Ms. Cullinane

Hi everyone, I am home school community liaison teacher (HSCL) in RCS. I met with all of you on a few occasions, in your schools and then at the Easter Camp. I'm really looking forward to you starting here in the Autumn. I work closely with parents and am here to support both you and your families in the transition from primary school. I will arrange Home Visits during 1st year. In the meantime, if I can help you with any school questions, don't hesitate to call on 087-0373575.



SNAs:

These are a brilliant group of people who quietly help all students. They are always out walking around at break and lunchtimes, and they may be in some of your classes. Often students check something with the SNAs first and sometimes get a tricky situation sorted more easily. You'll meet them all on the first day.

Ms. Foley



Hi! I am the SEN Co-ordinator here in RCS. My job is to ensure that each and every one of our students are catered for to the highest standards and included in our school community. My particular focus is on students who have additional educational needs, whether they are educational, physical, or medical. The SEN team ensures our students receive the additional supports they require, so that their experience of school life is as rewarding and enjoyable as possible, be it with organisation, literacy, numeracy, or social and emotional support. I am looking forward to meeting you all in the new school year!

Ms. Kent

Hi! I am so excited to meet you all when you come to RCS. I work with lots of students to help with some challenges or difficulties they might have starting off in secondary school. We are so lucky in Ramsgrange to have lots of people to help- especially in first year when everything is so new. I help students who are autistic because that is a special interest of mine. I am excited about the new school year, and I really hope you are all going to have a wonderful time as students in RCS!



Mr. Meaney



Hello! I am the Behaviour for Learning (BFL) Teacher in RCS and definitely have the coolest room in the school! I'll be helping you settle in in the first few weeks and will be working with small groups and individuals throughout the year. My office is down by the back of the staffroom but call in anytime. I'll be helping you figure out our timetables and lockers and will also work with you on staying focussed and ready in class, especially if you are a student who finds it hard to sit still and listen and sometimes gets into trouble. I can't wait to meet you all! See you in the Autumn!

Clodagh

My name is Clodagh and I'm the School Completion Programme (SCP) keyworker in RCS. My main jobs are attendance every day, so you get the best of everything as a community we have to offer, participation in all the wonderful activities here and retention to your final exams in 6th yr. So, if you're having any problems either at home or school and you feel you could do with having a chat and a cup of tea (maybe even a biscuit or two!) or your parents or guardians feel you may need some help during your time here in RCS, then my door is always open. Welcome to RCS!



Other People I will Meet.



Orla Marks, Clerical Officer Orla works in the main office and is also there to help if you need forms signed or to make a phone call home. You always get permission from your YearHead first. You must always call home through the school office.



Bridget Prendergast: Receptionist
If you are late to school or must leave early, your parents / guardians sign in and out with Bridget in the office. Bridget also checks up on all absences by text / call each day.



Paula, Imelda & Mag: Cleaners Imelda, Mag and Paula spend half their day reuniting school bags, books and uniforms with their owners! Check with them if you think you have lost something—as well as helping us have the cleanest most sparkly school in the Southeast, they have AMAZING powers of magic – often finding items that were lost forever. Their message to you is **LABEL EVERYTHING WITH YOUR FULL NAME!**



Martin: Caretaker Martin is our dedicated Caretaker, always ready to lend a helping hand. Whether you've misplaced your school bag or need assistance fixing your broken hurl.

Rose

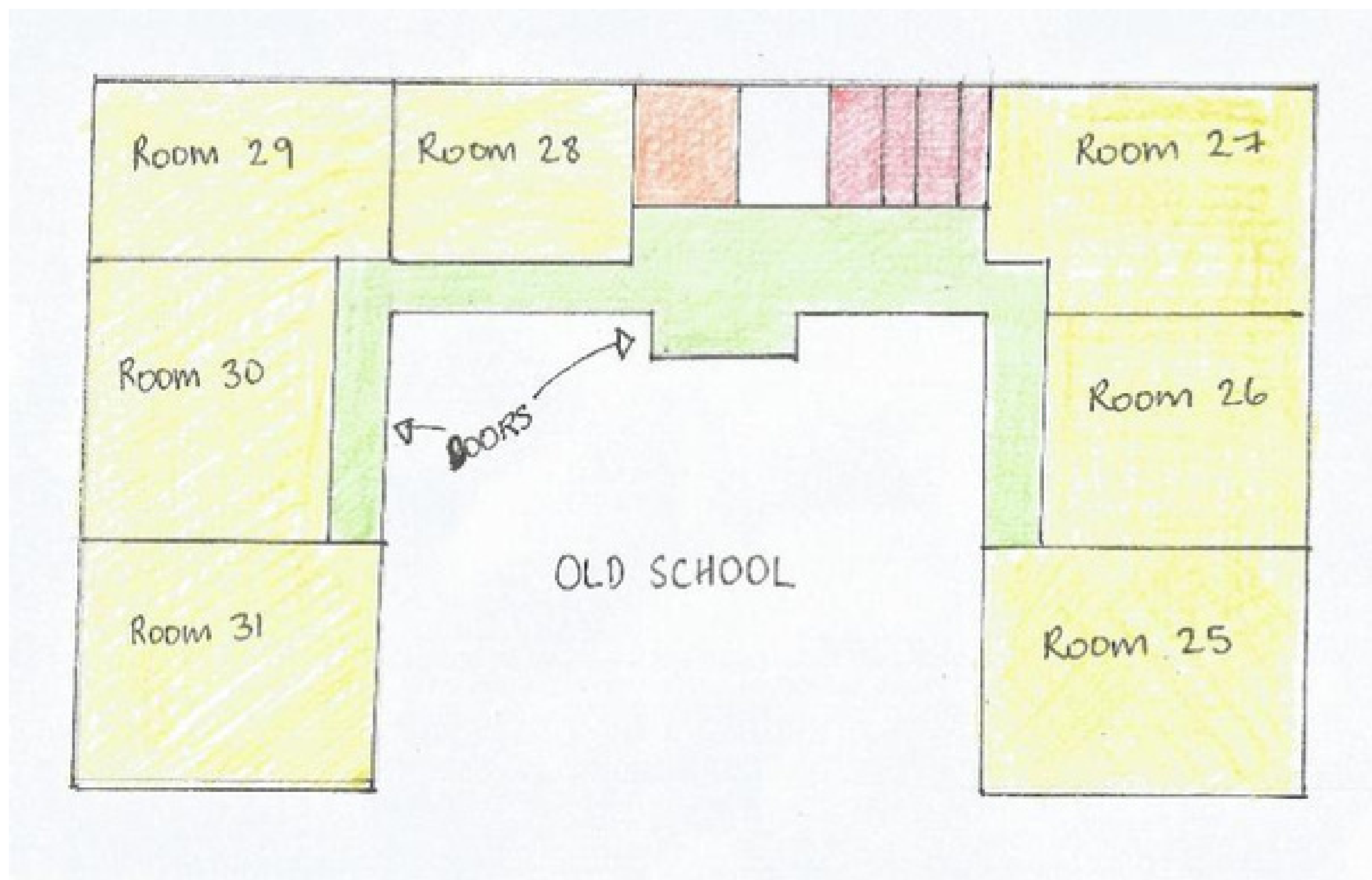
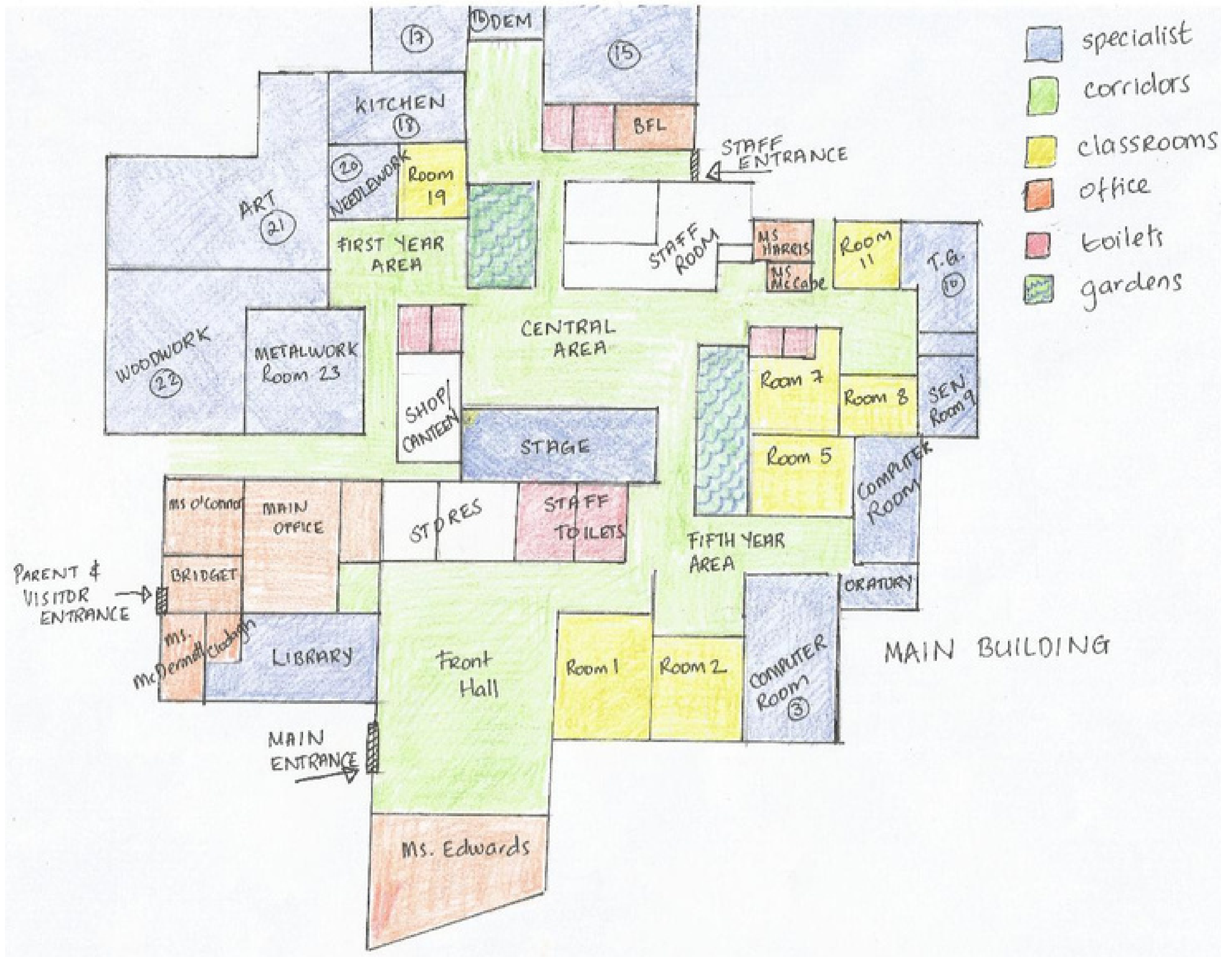


Rose is another member of our office staff and the person in charge of our lockers. If you decide to get a locker, Rose will guide you through the process of opening it correctly and taking care of it. She's always happy to help, so don't hesitate to reach out to her.

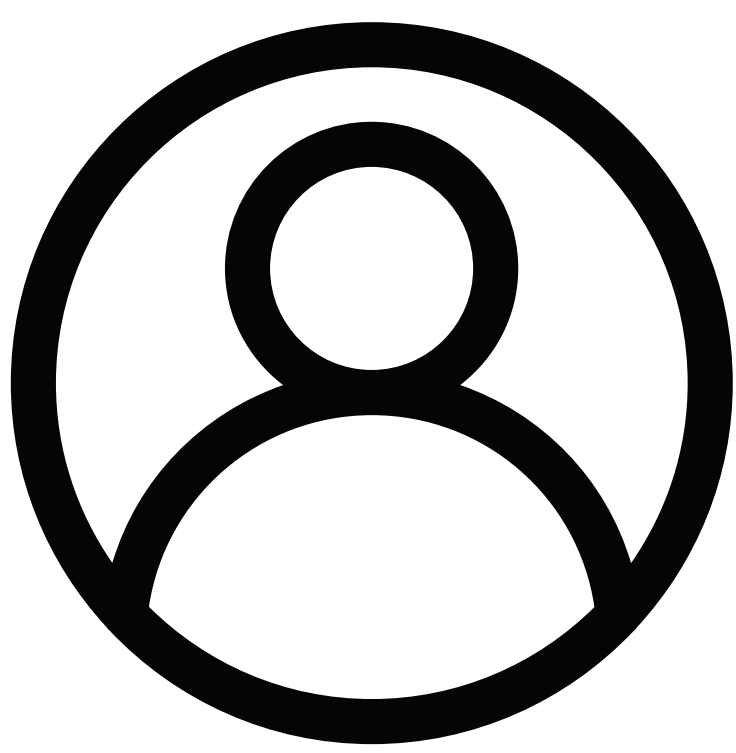
Canteen Staff

These ladies feed us all every day. Please tell your Tutor, Year Head or one of the Canteen ladies if you forgot your lunch or scanner – we don't want ANYONE to be hungry!

Map of our School:



About Me



Name: _____

Age: _____

Favourite Subject: _____

Least Favourite Subject: _____

Favourite Book (s): _____

Favourite Movie: _____

Favourite Movie Star: _____

Hobbies: _____

Favourite Team: _____

Favourite Food: _____

Least Favourite Food: _____

Favourite Place/s: _____

Pets: _____

Favourite Game: _____

Friends: _____

Achievements & Goals



Have you ever received a Certificate?

What do you think you are really good at?

Have you ever won a prize?

What would you like to achieve in Secondary School?

What are your main aims for next year?

What good things do your friends say about you?

Find out More

What would you really like to find out about RCS? Think of five questions that you'd like to know the answers to.

1	
2	
3	
4	
5	

Once you have found out the answers, come back and fill them in here.

1	
2	
3	
4	
5	

More about Us!

Ask the Audience! You can ask a friend already in RCS or email your Year Head or the school office and ask the questions!



Who are the Deputy Principals in RCS?
Who is the Guidance Counsellor?
Name two people who work in the school office.
Who would be a good person to go ask if I lost my schoolbag?
Who is the School Chaplain?
If I'm having difficulty with my locker, who might I ask to help me?
Name one of the Cleaning Staff:
Name a PE Teacher:
Who is the School Principal?



The Answers!

Who are the Deputy Principals in RCS?

Ms Kehoe and Ms Cadogan

Who are the Guidance Counsellors?

Ms Harris and Ms Miller

Name two people who work in the school office.

Orla, Rose and Bridget

Who would be a good person to go ask if I lost my schoolbag?

The Cleaners

Who is the school Chaplain?

Ms. McCabe

If I'm having difficulty with my locker, who might I ask to help me?

Rose

Name one of the Cleaning Staff:

Imelda/Mag/Paula

Name a PE Teacher:

Ms. Moore, Ms. Coughlan, Mr. Furlong

Who is the School Principal?

Ms. Edwards

Our Day

BUS

Our buses start to arrive just after 8 each morning. The canteen is open for free tea, toast, and cereal each morning. You will have to scan your fob. For the first few weeks, we will assist first-year students in getting organised for the night with their books and other materials before heading home. After that, you can proceed to your bus or car. All school buses will be parked in the school car park, and you'll find out where your bus departs from within the first few days.



LOCKERS

First Years will go to their locker area and check their timetables each morning. Your timetable may be different to your friends as he or she may have chosen different subjects. You sort your books, copies, and equipment for the first two classes. You can sign up for a locker through the school's Easypayment Plus system on our website. Your parents or guardians can do this for you. Once you're signed up, Rose will assign you your locker and code, and she'll show you how to use it. Your Meitheal leaders will also be there to help if you need any help.



BELLS

The bell will go at 8.45, to give you a 5-minute warning that class is starting at 8.50. Students move with their schoolbags (with the books for the first two classes), to their classroom and wait quietly outside. Don't worry about the first few days – all first years feel a bit lost! But we will all be there to help you!



Bells

will go at the end of every class. There is a warning bell at the end of break and lunch, to give you a little time to get to your locker and make it to class on time. School finishes at 4 Monday to Thursday and finishes at 1.10 on Fridays.

BREAKS

There are two breaks: one at 10.50 – 11.10, (20 minutes) and lunch at 1.10 – 2pm each day. You can bring a packed lunch as you did in Primary School – it can help when the queues are very long! You will all get €2.50 on your scanner every day too, which is enough to have a hot roll, or snack. You can put it towards your dinner either. The First Year Area is in front of their lockers. There will be a warning bell just over 5 mins before the end of break and lunch. You need to move promptly to your locker, sort your books & equipment for the next two classes and then move straight to your next class.



Uniform

The school uniform is compulsory. School jackets are also compulsory. School half zips are also available, but these are to only be worn in P E class or when specifically allowed on school trips on school sporting events. School jumpers must be worn normally. All details about uniform are on the school website and you will also get details on where to buy etc across the summer.



What should I do if a piece of uniform is missing, and I have a good reason?

Sometimes, parts of your uniform might tear, go missing, or get wet and not dry in time. If this happens, ask your parents or guardians to fill in a 'No Uniform' slip on page 24 of your journal. When you arrive at school, go straight to Ms. McDonnell in Room 15 before 8:40 AM. She will provide you with a clean replacement item to borrow for the day and sign your uniform slip. If she doesn't have a suitable replacement, she will write a note in your journal.

Please do not go to the office or Ms. Edwards about uniform issues – always go to Ms. McDonnell.

All teachers check uniforms during the first class and will give negative points if you are out of uniform and haven't seen Ms. McDonnell. Occasionally, we will also carry out uniform checks in class. But don't worry, all of this will be explained once you join us in the Autumn!

My Class

You will be divided into one of four classes – 1A, 1B, 1C and 1D. These are totally mixed ability and will be from a mixture of primary schools. We try to make sure you are in a class with at least one or two from your Primary School, but it is really important to remember that you are going to meet so many new people, some that will become your best friends, that you haven't even met yet! So come with an open mind – don't be worried about ALL the girls or boys from your class or ALL your friends having to be in your class – you will still see each other on the bus, at break and lunch, at basketball practice, football matches etc.

You will be with this class for most of your subjects. Once a week, you will have Tutor class, where a teacher called your TUTOR will go through your journals, give messages, answer any of your questions etc. This teacher is a little bit like your class teacher in Primary School – you can go to them at any time you are stuck or confused. If your mam or dad need to ask a quick question or have a query, they should contact the Tutor first.

There will also be your Year Heads, who are in charge of all the First Years. They will check VSWare every day to see that you are getting lots of positive points. If you get negative Points, they will be having chat with you and may contact parents, but we are **SURE** that won't be happening with First Years!!

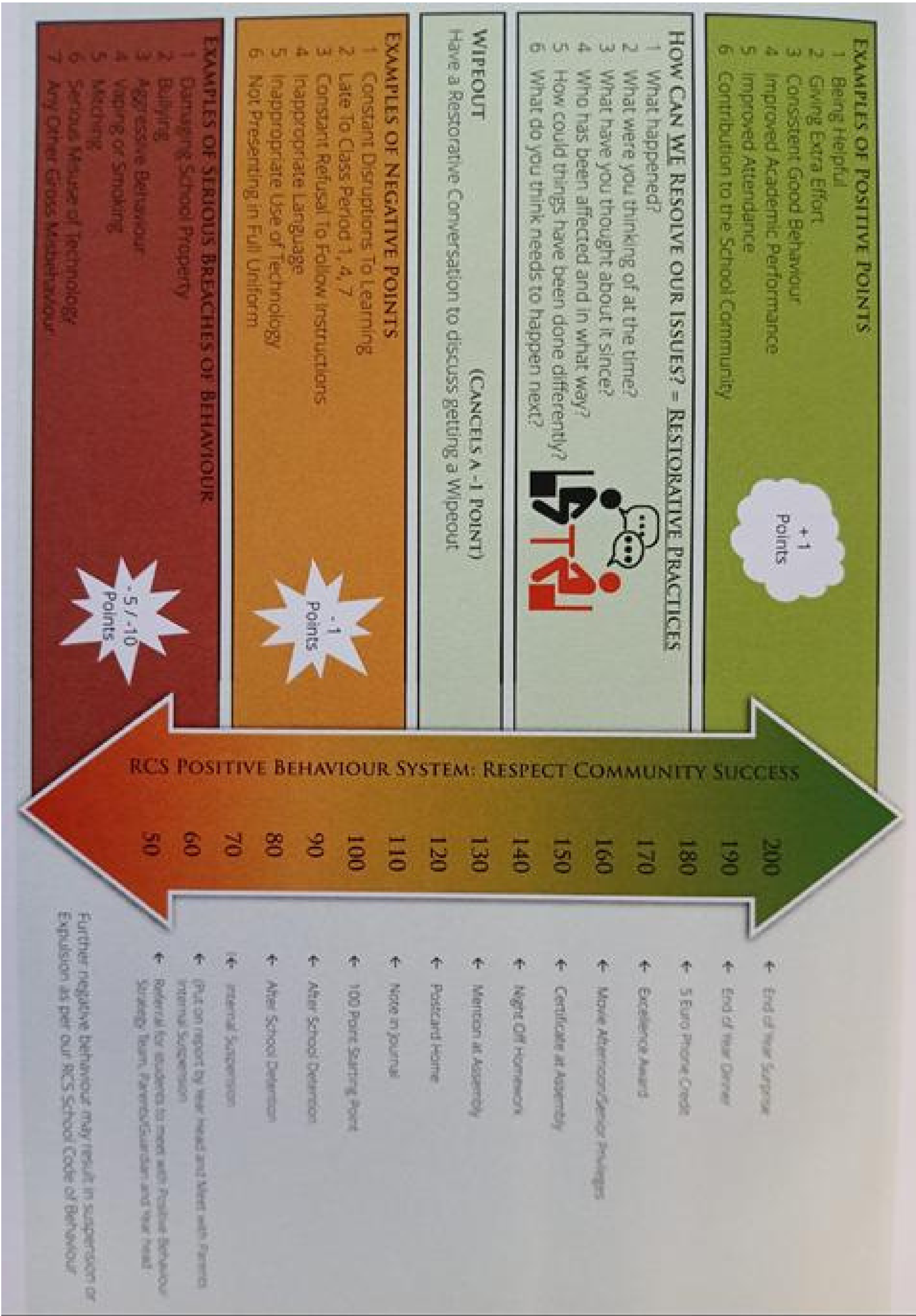


Taster Programme: All first Years study English, Irish (unless you have an exemption) Maths, History, Geography, SPHE, PE, Religion, Lifeskills and IT. For the first 8 weeks, you will get a 'taster' (about 5/6 classes) of Art, Science, Business, Engineering, Graphics, Wood Technology, Home Economics, Music, German & French. You will then choose 3 of these to keep on all the way to Third Year. Your Year Head will explain this in more detail. Keep an open mind! Subjects you thought you'd hate you may love and vice versa! Try your best at all of them.



What is VSWare? You may hear teachers talk about VSWare from time to time. This is the service we use for all our reports, grades, positive and negative points and has all the contact information for your parents if we need to contact them. Our Positive and Negative Points system will be explained properly when you come into us – there is a simple explanation coming up on the next page in this booklet. Your parents have access to your positive and negative points and all your reports. Your Tutor and Year Head will also talk more about this when you join us in the Autumn. First Years usually do very well – we are pretty sure this year will be the best yet!

Our Positive Behaviour System

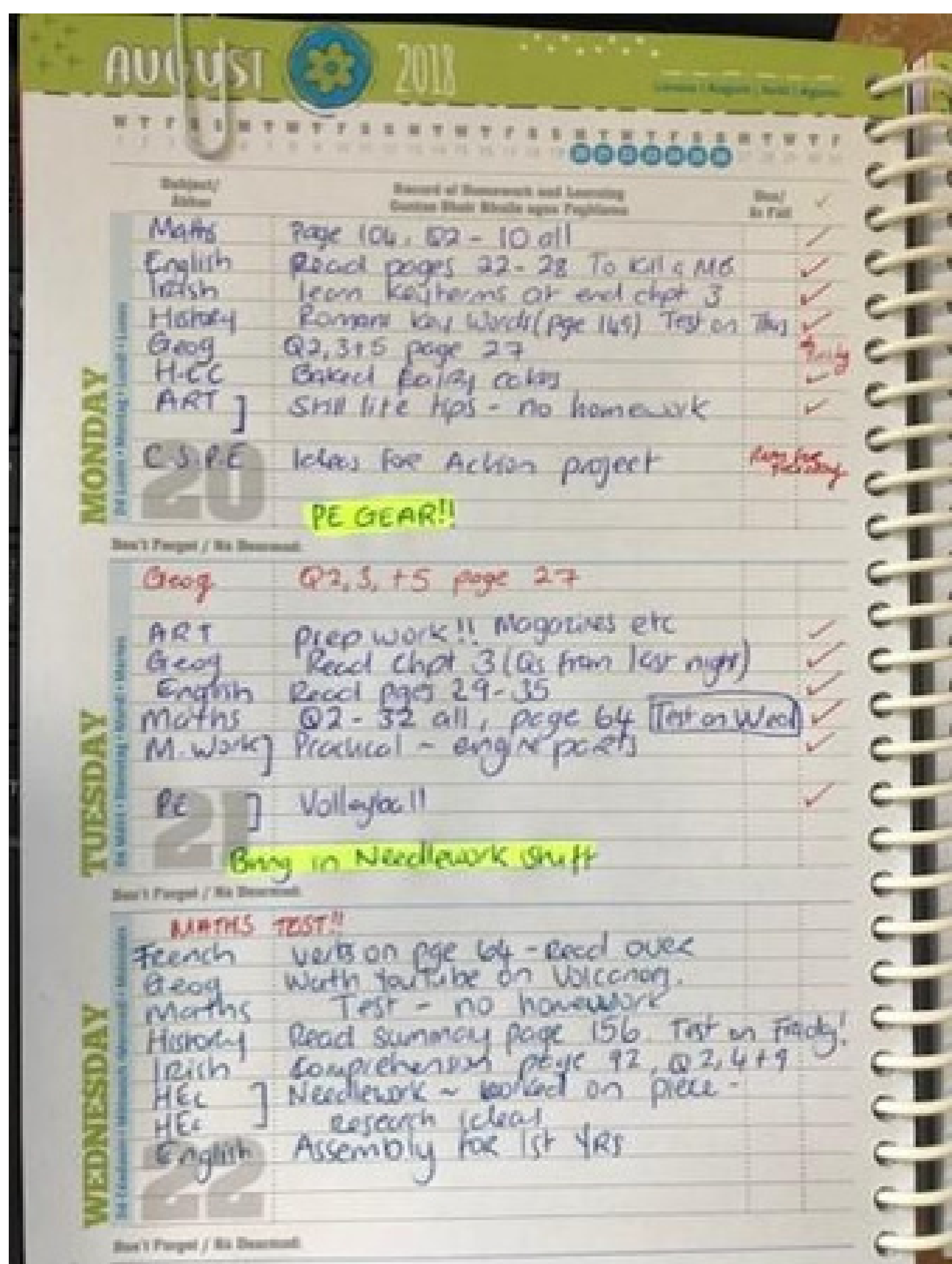


My Journal

You bring your school journal **to every class**. You will have so much useful information in it.

Timetable: You will get a copy of your timetable on the first day of school. You will staple, stick, or copy this into your School Journal. This will tell you what subjects you have, with which teacher and in what classroom. You will check it each evening when sorting your equipment for school the next day, you will check it each morning when you arrive to school to see what you have that day to help you organise your books. You will continue to check it throughout the day to make sure you are on time for the next class, with the correct books and equipment. Getting organised is one of the most important skills in Secondary School! We will even be doing special classes in your first few weeks to help you.

Writing in my Homework:



You will have 6 classes, with 6 different teachers, every day so it would be IMPOSSIBLE to remember all your homework. You must get into the habit of writing it in each class. Then when you start your homework, you tick it off as you do it. You can also put in reminders about tests, PE gear, matches, bring money for the bake sale etc.

Notes from Teachers / Parents: Teachers often make notes in your journal – sometimes for good work, sometimes to let a parent / guardian know that work was missing, or behaviour wasn't great in class today etc. Your parents / guardians have to sign the journal each week. This is checked in Tutor Meeting each week.

On your journey to starting in our school mark out some key life events that you would like to share with us. What things have stood out to you?

Junior Infants



Sixth Class

What do I Know? *you can contact a student who is already in school to help you, ask your teacher any questions you don't know or contact the school by phone or email.*

What time does school start and finish?

Where do you eat lunch?

What is a Tutor?

Name three people you could talk to if you had a problem?

Where do you go if you are not in full uniform?

What do I do on PE days?
Do I wear my PE gear to school?

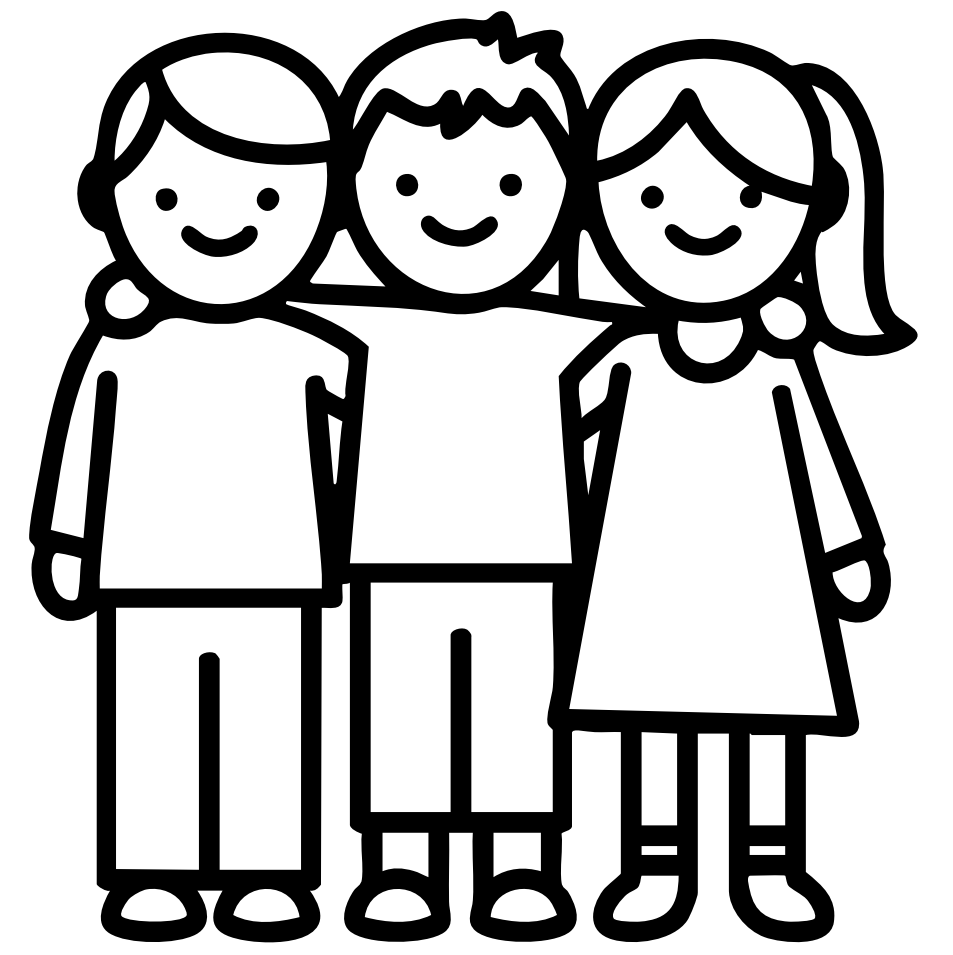
Do I have a locker?

How long is a class?

A Guide to Making New Friends

Top Tips!

- ❖ Smile
- ❖ Ask a question.
- ❖ Join new clubs / teams.
- ❖ Try new things.
- ❖ Accept that we are all different.
- ❖ Be a good listener and interested in what people are saying.
- ❖ Treat people as you would like to be treated.
- ❖ Avoid gossip and making jokes at the expense of others.
- ❖ Share interests – find out what you have in common.



Think of three interesting things about yourself:

1.

2.

3.

Things I am still worried about or need to find out:



1. _____

2. _____

3. _____

4. _____

5. _____

Surviving Secondary School

Top Tips!

Be Prepared

Look at your timetable and make sure you know where to go and when.

Be Organised

Make sure you have the right books and equipment with you for each lesson.

Be Enthusiastic

Teachers won't expect you to get every answer right, but they will be impressed if you try your best and 'have a go' at learning new things.

Be Resilient

Sometimes things won't go your way. This is normal and happens to everyone, so don't worry.
Just say to yourself,
'tomorrow's another day!'

Be Brave

It might seem hard to make new friends, but everyone is feeling the same way. Say hello!

Be Kind

If someone else seems to be having a hard time, try to help. This is a good way to make friends and hopefully they will return the favour.

Be Yourself

Believe in yourself!
You can do it!

Be Honest

If you do something wrong or forget something, it's much better to own up straight away.



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