



Príomhoide /Principal: Diane Birnie
Príomhoidí Tánaisteacha/Deputy Principals: Andrew Purcell/Stephen Brett

Re: Parent/Guardian Voluntary Contribution (current 1st, 2nd, 3rd, TY, 5th years)

16 May 2018

Dear Parents/Guardians,

As we approach the end of the school year, I wish to take this opportunity to thank you for your support throughout the year. Your role in assisting your son/daughter as they avail of the educational opportunities we provide here in Lucan Community College is a vital one and knowing that you understand the school ethos and approach makes our role as educators more effective and enjoyable. We hope that our students have had an enjoyable and productive year so far.

In order to ensure that we keep a place for your child, we ask that you please pay the voluntary contribution for next year and then complete and return a re-enrolment form and data protection form for each individual child by Thursday 31st May. Please inform us immediately if your child is not returning so that we can begin the process of offering available school places to applicants. Once again we ask you to pay the voluntary contribution online using a credit/debit card and following the enclosed instructions. It would be very helpful for our records if you could attach a receipt showing payment of the voluntary contribution to the returned forms at this stage.

The remainder of this letter explains how your voluntary contribution contributes to your son/daughter's educational experience in Lucan Community College. Apart from the usual and expected educational services that the school provides through funding from Dublin and Dun Laoghaire ETB and the Department of Education, the many co- and extra-curricular activities such as sports, subject related clubs and development projects would not be possible without the financial help of the annual Parental Voluntary Contribution. In addition, the parent text-messaging system and the 24-hour student insurance schemes are fully funded by the Voluntary Contribution.

Our programme of sports, co-curricular and extra-curricular activities is wide-ranging and varied, and provides every student with options for developing his or her talents outside the classroom. In sports, students have been facilitated in developing an interest in Gaelic, Soccer, Basketball, Hurling, Athletics, Camogie, Rugby and Badminton. In terms of other activities, students have been given the opportunity to take up Drama, Music, Chess, Choir, Debating, Science project work, the Gluais Youth Leadership scheme, and a host of other such activities. Every year, we have an 'Arts Week' agus *Seachtain Na Gaeilge* as well as European languages day to broaden and further stimulate an involvement in the Arts and culture by the students. Our in-house examinations, and purchase of the exam papers for the Pre-Junior and Pre-Leaving Certificate (Mock) examinations, are also funded from our Parental Voluntary Contribution Fund whereas many other schools charge for these separately at a considerable extra expense on parents. We also have an Amnesty group (senior students) and a Scratch club (for those interested in coding) with all of these activities promoted by generous teachers and enthusiastic students.

We have celebrated the success of our students at the highest level in recent years including students involved in our quiz and debating teams (in three languages), our entrants to the Scifest and other science competition, our soccer players and our musical and drama productions. While we are very proud of our successes, we try, as a school, to support all students no matter what their skill levels or interests and to promote participation outside of the classroom as we believe this develops collegiality, community and a sense that learning together is fun. Lucan Community College moves with the times and your financial contribution makes that possible.

We believe that we are providing an educational programme, which is extremely successful in developing the full potential of all, but remember that we can only do this because teachers in this school give time and energy to co- and extra-curricular activities free of charge and parent in our school support activities through this contribution. We are extremely grateful. We will be in touch again during June with booklists, calendar and reports.

Thank you for your interest in and support for your son/daughter's education. Your contribution makes a considerable difference.

Yours sincerely,

Diane Birnie (Principal)



Instructions for Online Payments – General - 2018

In order to facilitate ease of payment of school funds, Lucan Community College is using the MIT eNROL online payment system. This means that you can pay voluntary contributions and other school expenses through our secure online system by credit or debit card and keep track of payments paid and print off a receipt. We can only accept payment by cheque/cash if you are having difficulty accessing the online system.

To set up and use your online payment account:

1. On your PC, use any browser other than Internet Explorer 9 (which does not support this system)
 2. Go to the school webpage www.lucancc.ie
 3. Click on Connections – Online Payment
 4. You should see an eNROL screen with Parents/Guardian Login.
 5. For your first time to login for this child select the Create Account button. (If you are a returning user enter your email and password and skip to step 10.)
 6. Enter your child's first name, surname and PPS number. You may need to enter a 0 (zero) at the start of your PPS number. Be careful if the name uses an Irish fadas or any apostrophes. If you have any difficulties at this stage please phone the school office for assistance (01-6282077).
 7. Press NEXT.
 8. You will be asked to confirm if your address and contact details are correct and you must enter an email address for further communication. (This email address will be become your new username.) You must also create and confirm a password. Keep a secure record of this information as this is what you will use to login on future occasions. At this stage, you will also be asked to Choose a Recovery Question and Answer eg: Favourite Pet. This helps when you have forgotten your password. Ensuring your mobile number is correct will also assist when you have forgotten your password.
- **N.B:** Your password will expire every 90 days (3 months), so you will be prompted to change.
9. Note that you can edit your child's personal and contact details on the system. If you notice an error in your details please click on the 'edit' button and 'update' once corrections have been made. Please tick the box confirming your details are now correct and click the Confirm button. An email will then be sent to the college to inform the office of the change so that we can correct our records.
 10. You will see at least two tabs in the payment screen depending on how many children you have attending Lucan Community College. Choose the Family tab if you wish to pay a number of fees or choose your child's name if you wish to make a payment against that individual.
 11. You will see different year tabs. Please select 2018/19 to make a payment for that academic year. View the 2017/18 tab to see if there are any outstanding payments to be made for the previous year.
 12. Choose the amount you wish to pay from the payment dropdown and click the Next button.
 13. Enter your credit card details as instructed on the screen and click on the SUBMIT button ONCE ONLY to avoid multiple payments. If you have any difficulties at this stage please phone the school office.
 14. Print a receipt and attach a copy of the receipt to the form supplied by the school.
 15. Deliver the form and attached receipt to the relevant person (as explained on the form) by the due date to confirm your application/reenrolment or your child's involvement in the relevant activity.

If you cannot use the online system please phone us for assistance. Please support our efforts to reduce the amount of cash and cheques we deal with in the school office. Thank you for your assistance.

