



RE: 2nd, 3rd, TY, 5th and 6th year students of 2024/2025

21 June 2024

Dear Parents/Guardians,

We hope that the exams have gone smoothly for our Junior Cycle students and that the school holidays are going well for you all. Thank you for your support and engagement during the last school year. The summer newsletter <https://publuu.com/flip-book/257789/1174787> gave a rich account in images and words of our final weeks of term.

Our online pack contains important information regarding planning for the coming school year. We ask that you inform us immediately by emailing admin@lucancc.ie if there are any changes to your contact details or if you have queries about next year. If your student is not returning to our school next year, ***please contact us immediately at admin@lucancc.ie***

- The **Summer Report** is now available through the VSware Parent App for all year groups.
- Class name and option subjects were distributed to **incoming 5th years** in May.
- Class names were distributed to **incoming TY students** in May and option subjects will be distributed when students return to school.

All remaining information is available on our school website under Parents/Guardians and by choosing the relevant Year Group including:

- **2nd and 3rd year book information:** Please read letter about the new Junior Cycle Book Grant and check the list on our website with details about what will be supplied by the school and what you need to purchase before start-up. Our procured book company is Book Haven. The cost of the school journal is now included in the book grant for Junior Cycle students.
- **4th, 5th and 6th year book information:** *Booklist* for the coming school year is available on our website. The Book Haven company operates online or through their shop in Blanchardstown. Complete a book grant application form if eligible and email it to admin@lucancc.ie. This grant can only be redeemed through The Book Haven (www.bookhaven.ie). The Admin fee below includes the cost of the school journal for senior cycle students.
- **School Calendar:** Please print and retain this safely at home for school closure dates and early finishing times and ***check the online calendar on our website for updates throughout the year;***
- **Financial Information:** details of our online payment system can be found on our website (top right button "Pay Online"). When your details are uploaded we will text you to remind you to check our online payment system to ensure that all outstanding balances are paid. Please note that **we do not use VSware** for school payments.
 - **TY fee** of €450 covers all of the costs for TY students other than a small number of specific trips, tours and activities during the year about which we will contact you when they occur;
 - The **LCA fee** of €100 (including €50 admin fee and €50 for books and resources) will cover the cost of all of the books and resources for our 6th year LCA students and should be paid as soon as possible.
 - The €50 **admin fee** covers the cost of student 24-hour insurance and operating costs of the school communication system. It contributes to other school costs including locker rental, printing, photocopying, phone calls and access to IT educational software for all students. We ask all parents to pay this cost for each student.
 - A **voluntary contribution** of €90 helps us to cover the costs of our active extra-curricular programme, end of year awards and other ongoing costs. Sibling discounts can be requested through the front office (2 siblings – pay €90+€45; 3 or more siblings pay €90+€45+€30+€0).
 - **3rd and 6th year** students will need to pay €100 during the first term to cover the external cost of correction of the Mock examinations. LCA Mock correction fee is included in the LCA fee.

- **School timetable:** Your child's timetable will be available to view on VSware when they return to school; Please select a weekday date within the school term when you are trying to view the timetable.
- **TY students** please note that those not doing the Microsoft Office Specialist (MOS) module will finish classes early on Monday, Thursday and Friday to facilitate time engaged in Voluntary Community Work. MOS students take this module in place of Voluntary Work and will also be asked to act as student digital leaders for certain school events.
- **Uniform Information:** Full uniform policy available on our website – please read carefully; Students in all years do PE and require a full school PE uniform. Students wear their PE uniform for the day when PE is on the timetable. Our uniform supplier is Schoolwear House. Contact details and sizing advice are available on their website.
- **Technology:** The school currently uses Microsoft Windows as its online learning platform and although it is not essential, it would be of benefit if students had access to a Microsoft Windows based device for homework. All students in Lucan CC can use their school email account to access Microsoft 365. This includes Word, OneNote and Teams. It is not necessary for individuals to buy the Office 365 package. Students will be given their logon details and shown how to access the package during induction.

If you are considering buying a home device to support your child in their educational journal, a basic entry level Microsoft Windows based computer will suffice. A microphone and camera feature can be useful. Students should have access to a set of headphones that work with a smartphone. Please download as many eBooks as possible to a home computer or laptop for use at home. This will reduce the weight of the schoolbag. Instructions and code for eBooks are on the book. Please note that phone and earbuds/headphones can only be used in school under teacher supervision and for educational purposes and will be confiscated if used inappropriately or without staff supervision.

Induction Days: Students should **arrive in full uniform** on the date and time specified on the calendar and require only a copy, a pencil case and a small snack on their induction days. A locker will be allocated to students (other than TYs) and books can be brought in gradually over the first week.

Please ensure that every student and parent/guardian **signs the school journal** (Page 2) when they are distributed at start of term to confirm that you have read and understood and that you confirm your commitment to the school policies and procedures especially personal presentation, mobile phones, e-bikes, acceptable user (ICT) and attendance/punctuality. We also encourage students to join extra-curricular activities when they start school.

Please keep an eye on our website www.lucancc.ie, Instagram: Lucancommcollege and Twitter/X: @lucancc1 accounts for further updates at the start of the year and use the school app throughout your child's time in our school. Our parents' association contact details are also available on our website.

Take care and have a lovely, relaxing summer before the excitement of a new school year begins again.

Best wishes,

Diane Birnie (Principal)

Mon 26 th August	0930-1230	1 st Year Induction Day 1
Tues 27 th August	0930-1230	1 st Year Induction Day 2
	1000-1200	6 th Year student induction
	1045-1245	Transition Year student induction Day 1
Wed 28 th August	0945-1145	3 rd Year student induction
	1045-1245	5 th Year student induction
Thurs 29 th August	0945-1145	2 nd Year student induction
	1045-1245	Transition Year student induction Day 2
Fri 30 th August	0850-1306	Full School Timetable. Students finish at lunchtime.
Mon 2 nd Sept	0850-1545	Full School Timetable.
Please note that students only attend for the relevant induction sessions until the timetable begins		