



RE: 2nd, 3rd, TY, 5th and 6th year students of 2025/2026

27 June 2025

Dear Parents/Guardians,

I wanted to firstly say I am really looking forward to taking up my role as Principal for the coming academic year 2025/26. I will be here to support your child's journey through our college and continue the excellent work that has been carried out by our previous Principal, Ms Birnie and our wonderful and committed school staff.

We hope that the state exams have gone smoothly for our Junior Cycle students and that all of our students are now beginning to enjoy their well-deserved school holidays. If you have not yet had a chance to see our Summer Newsletter it is available on our website at the following link: <https://lucancc.ie/lucan-cc-summer-newsletter/>

We ask that you inform us immediately by emailing admin@lucancc.ie if there are any changes to your contact details (address or phone number) or if you have queries about next year. If your child is not returning to our school next year, ***please contact us immediately at admin@lucancc.ie.***

- The **Summer Report** is now available through our Lucan CC App in the VSWare tab for all year groups except current 3rd years.
- Class name and option subjects were distributed to **incoming 5th years** in May and pastoral care class details will be communicated to our **LCA 5th year** students during their induction day.
- Class names were distributed to **incoming TY students** in May and TY option subjects will be distributed along with timetables when students return to school in August.

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

- **Booklist information:** Please read letter about the Junior Cycle and Senior 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. The cost of the school journal is now included in the book grant for Junior, TY and Senior Cycle students and will be distributed upon return to school with textbooks and stationary.
- **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:** you can access our online payment system on our school app, through SHOP - ONLINE PAYMENTS or on our website under the Payments tab on the top right of our homepage. Your child should now be set up for payment and all outstanding balances can now be paid. Please note that ***we do not use VSware*** for school payments.
 - 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, home communication and access to IT educational software for all students. We kindly ask all parents to pay this necessary cost for each student.
 - A **voluntary contribution** of €90 enables the colleges to cover the costs of our extensive 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).
 - **TY fee** of €450 covers all of the costs for TY students other than a small number of specific trips, tours, workshops and activities during the year about which we will contact you when they occur;
 - No additional fee other than admin fee is required for students doing **LCA** as books are now included in the book grant scheme;

- **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.
- **School timetable:** Your child's timetable will be available to view on our Lucan CC app under the VShare tab when students return to school; Please select a weekday date within the school term when you are trying to view the timetable in late August.
- **TY students** please note that those not doing the Microsoft Office Specialist (MOS) module will finish one class early on Monday and 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.
- **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 login 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 journey, 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.
- **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.

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. Continuing students should supply their own locks.

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 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 our wide range of extra-curricular activities when they start school – this is a great way to get involved in our school community beyond the classroom.

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.

Wishing all our school community a lovely, relaxing summer, in the company of friends and family. We look forward to welcoming our students back in August to continue their learning journey with us.

Best wishes,

Stephen Brett

Stephen Brett
Principal

Fri 22 nd Aug	0930-1200 1200-1300 1330-1530	1 st year student induction (Day 1) 2025 graduates LC results Staff Meetings (no classes)
Mon 25 th Aug	0930-1130 1000-1200 1030-1230 1330-1530	1 st year Student Induction (Day 2) 6 th year student induction Transition Year student induction (Day 1) Staff Meeting
Tue 26 th Aug	0900-1100 0945-1145 1045-1245	2 nd year student induction 3 rd year student induction 5 th year student induction
Wed 27 th Aug	0900-1300 1045-1245	Meetings Transition Year student induction (Day 1)
Thurs 28 th Aug	0850-1304 1345-1545	Classes as per the timetable (students finish at 1304) Staff Meeting
Fri 29 th Aug	0850-1545	Classes as per the timetable (full day)