



RE: Incoming 1st year students of 2025/2026

27 June 2025

Dear Parents/Guardians,

As your children finish primary school, we wish you all a lovely summer break and we look forward to meeting our new students on Friday 22nd August from 0930-1200 (Day 1) and on Monday 25th August from 0930-1130 (Day 2) for their induction sessions. They do not have classes again until 8.50am on Thursday 28th August for a half day of timetabled classes and Friday 29th August for their first full day of timetabled classes. As the new principal for Lucan Community College, I am especially looking forward to welcoming our new students as they begin their learning journey with us.

Thank you for engaging with our student induction programme over the last year. The information parents/guardians shared with us through surveys, meetings and phone calls about our new 1st years was very helpful. The school tour in May allowed students to get to know the layout of our building and to meet some key staff members and student leaders. The two induction mornings in August help them to get to know the school, our people and our procedures.

Our website 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. Remember that we still have a large number of people on our waiting list so ***if you no longer need a place in our school, please contact us immediately at admin@lucancc.ie.***

- 1st year option subjects were distributed to **incoming 1st years** on VSware and can be access through our school app in the VSware tab.

All other start-up information is available on our website under Parents/Guardians – 1st Year

- **Information about school books and resources:** Please read letter about the new Junior Cycle Book Grant and check the list on our website with details about what you need to purchase before start-up and when your child's books will be available for collection in August. The cost of the school journal is included in the book grant and will be available from August.
- **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.
 - o The €50 **book grant** deposit will be collected for incoming first years only. When schoolbooks are returned to school in good condition, the deposit will be refunded when the students have reached the end of the Junior Cycle.
 - o 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.
 - o 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).

- **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 Day 1 and 2: Students should **arrive in full uniform** on the date and time specified on the calendar and again at the bottom of this letter. Students require only a copy, a pencil case and a small snack/drink on their induction days. A locker will be allocated to students and books can be brought in gradually over the first week. A suitable lock is supplied to 1st year students.

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 use policy (ICT) and attendance/punctuality.

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.

Our 1st year classes are named after famous Irish historical sites. Your child will be supported throughout their 1st year by their tutors and Year Head as well as the wider staff. Your son/daughter now joins Lucan Community College with our strong ethos of Aontas/Unity and I have no doubt that they will settle in well during their 1st year with us and build on the strong social and educational foundations that they have constructed in primary school. We really encourage our new 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.

Wishing all our school community a lovely, relaxing summer, in the company of friends and family. We look forward to welcoming our new students in August to being their exciting 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)
Thur 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)