

Lusk Community College

Raheny Lane, Rathmore Road, Lusk,
Co. Dublin.



Coláiste Pobail Lusca

Lána Ráth Éanaigh. Bóthar an Rátha Mhóir,
Lusca, Contae Bhaile Átha Cliath.

Phone 01 513 0000
Email adminluskcc@ddletb.ie
Website www.luskcommunitycollege.ie



17th June 2024

Dear Parent/Guardian,

I hope that this letter finds that you are well and you are enjoying the summer. As State Examinations draw to a close and in preparation for the next school year at Lusk Community College, I am writing to you to outline details concerning the return to school for the 2024/25 school year along with other relevant and important information. As the Deputy Principal with an overview of the second year group, I alongside the year head for second year students, Ms. Blanche, will work to ensure students are supported and are able to maximise their potential here in Lusk CC. Ms. Blanche will continue to be the primary point of contact for matters relating to your son/daughter in second year throughout the year.

Schedule of Return to School in August

Second year students will return on **Monday 26th August from 8:30 – 10:30am**. All students must be present for a formal assembly in full school uniform as outlined in the schedule of return listed below.

| Monday 26 th August | |
|-----------------------------------|---|
| 8:30 – 10:30am | All 2 nd Year students return. Year group assembly followed by induction. |
| Tuesday 27 th August | |
| | No School for 2 nd year students. |
| Wednesday 28 th August | |
| | No School for 2 nd year students. |
| Thursday 29 th August | |
| 8.30 – 15.35pm | Full school day for all students. |

- All second year students must arrive at 8:30am sharp on Monday 26th August.
- All students must be in full school uniform including full black footwear.
- Students should bring their pencil case and a copy.
- Students should bring their iPads on Monday 26th August.
- Students should bring a small snack and drink. There will be no canteen open at this point.

The School Day

- First Year, Second Year and Third Year students will start school at 8:30am every morning and attend tutor class from 8:30am – 8:38am.
- Students should arrive at school by 8:20am in order to allow time to go to their lockers.
- It is expected that students will be at their classroom at 8:30am.
- School finishes for all students at 15:35pm on Monday – Thursday and at 13:10pm on Fridays.

Academic Calendar 2024/25

Enclosed, you will find a copy of the school calendar for the 2024/25 academic year which has also been posted on the school website.

There is a strong link between attendance, student academic progress and student wellbeing. Parents/Guardians, along with the school, have legal responsibilities in relation to school attendance, student absence, and attendance reporting where a threshold of absence has been reached or where there is a concern. All school absences must be explained by the student's parent(s)/guardian(s).

Leaving the School Premises

Students who need to leave the school premises for any reason must sign out at the main office. Students who need to leave the school during the day to attend a prior appointment must produce a signed note by their parent/guardian. It is regarded as a serious breach of health and safety rules by any student to leave the school premises without prior permission and/or without having signed out at the main office.

Important Student Medical Information

A link to an online form will be sent via text in the coming week to allow parents/guardians to update/include details of medical needs of students entering third year. We would be very grateful if all parents/guardians would complete this as soon as possible. Should you have any additional concerns regarding your son/daughter's medical needs, please contact the school by emailing adminluskcc@ddletb.ie

Code of Behaviour

To honour our pursuit of excellence in all areas of education, a Code of Behaviour has been adopted by the Board of Management to outline the expected behaviour, so all members of the school community can work in an orderly, respectful and safe environment, during all school activities both during and outside school hours. Our school's Code of Behaviour can be found at: <https://tinyurl.com/LCC-Code-of-Behaviour>

Mobile Phones

The use of mobile phones on the school grounds is prohibited. Students must switch their phones off before entering the school grounds and store safely in their school bag. We request parents/guardians' support in this matter.

School Canteen

Get Fresh operate our school canteen. The canteen is cashless and students must use a canteen card to purchase items. This card can be topped up online using a laptop, PC or mobile device. Third year and new students to the school can be provided with a new card in their first week back to school.



New Book Scheme Policy

Lusk Community College has operated its E-Book Loan Scheme since 2019. During this time, the school has sought to alleviate school costs for parents/guardians by providing schoolbooks, E-Books, class equipment, class resources, *etc.* at a reduced cost. From September 2024, following the introduction of the Department of Education's Free Schoolbooks Scheme for all students in Junior Cycle years, we will continue to operate the scheme, with some significant additions included, *i.e.* stationary supplies. As a result of this new scheme, the school will no longer require payment from parents/guardians for schoolbooks, e-books, class equipment/classroom resources.

- Well-maintained textbooks is central to the effectiveness of the Loan scheme.
- A single set of Exam papers per subject will be supplied to students at the start of 3rd year as part of this scheme. Exam papers do not need to be returned to the school.
- The cost of Mock Exams and corrections is not included in the scheme.
- A copy of our school's new Junior Cycle E-Book Loan Scheme is attached for your perusal.

In August 2024, in advance of students returning to school for the start of the new school year, parents/guardians will be notified when to collect books from the school. In some cases, e-book codes will be distributed when students return to school. Further details on the collection of texts and stationary as well as accessing e-books will be made available at this time.

NB: Parents/Guardians are not required to purchase stationary, books or e-books for Junior Cycle students.

Lockers

Students will again be provided with lockers on return to school in August for the 2024-25 academic year. Students will have access to their lockers three times during the school day.

- AM: Before the school day starts
- MID: At the end of big lunch
- PM: At the end of the day

Students who wish to access their lockers in the AM should attend school at least ten minutes (8:20am) before their start time to do so.

Lusk CC uses a lock rental system in the school. The aim of this scheme is to ensure that students will no longer be required to supply their own lock for their locker, but will be supplied with a standard combination lock by the school at the start of each school year. A charge will be incurred where the supplied lock is not returned at the end of the school year

Summer Assessment Reports

Assessment reports for your son/daughter will be available to view on VSware from 24th June. Should you require any assistance, please contact the school office.

Online Payments

Please note: The school does not process online payments through the VSware App.

While the school has introduced the VSware App for parents, payments to the school are processed using the school's online payment system, MIT, which is found on our school website www.luskcommunitycollege.ie. Parents/Guardians should access the school online payment system by clicking on the icon showed by the red arrow below. The €90 Student Support Services payment, detailed below, is now set up on the MIT system. Attached is a set of instructions for making online payments. If you have difficulty accessing your MIT payment account, please contact the school office.



Student Support Services refers to payment for the following items:

- Lockers, locks and maintenance
- Student 24 hour insurance
- Text messaging
- Extra-Curricular activities
- Awards
- Wellbeing events
- Standardised testing
- VSware

Parents/guardians may contact the school in confidence to discuss payment arrangements should this be required. Please do so in the understanding that absolute discretion is assured.

VSware

VSware is the Management Information System (MIS) for Lusk CC.



There are many features for parents/guardians on VSware which in time will make communication between school and home much easier and more efficient.

For the upcoming school year, all communications from Lusk CC will be sent via VSware. It is essential that parents/guardians have their VSware account set up so they can access the following information:

- View exam/term reports
- View your son/daughters' timetables
- Monitor attendance
- Receive notifications from the school

NB: VSware can be accessed via a web browser, however, the school requests that all parents/guardians download the VSware app to your phone or to another mobile device.

Enabling push notifications to be sent from the VSware App to your device will ensure that you do not miss essential information that the school sends such as a VS Mail message, or a message to say your child is absent from school without an explanation.

Instructions for downloading the App can be found here: <https://support.vsware.ie/en/parent-app-downloading-and-logging-in>

Uniform

As you are aware, Lusk Community College's uniform supplier is *Grant Uniforms* located at Manor Street, Dublin 7. Their website is: <https://grantsclothing.ie/> The official school uniform is outlined below. Our school's uniform policy can be viewed at: <https://tinyurl.com/LCC-Uniform-Policy>

| Student Uniform | Student PE Uniform |
|---|---|
| <ul style="list-style-type: none">• Tartan skirt or navy trousers• Teal blue crested school jumper (Junior Cycle)• Navy blue crested school jumper (Senior Cycle)• White blouse/shirt with collar• House tie with school crest• Navy socks or navy tights• Full black footwear• Navy crested school jacket | <ul style="list-style-type: none">• Navy tracksuit bottoms• Light blue polo shirt• School crested tracksuit top |

We would ask that any student who is missing an item of school uniform, to please order a new uniform item for return to school in August.

We also encourage the donation of outgrown and unwanted uniform items which are always welcome and can be conveniently handed in at the school office over the summer and also throughout the academic year.

Rules relating to uniform and appearance

- The wearing of full school uniform is compulsory in school and at school related activities unless otherwise specified.
- Only the crested school jacket may be worn.
- Flared, hipster, combat, leggings, or other trousers are not uniform/PE uniform.
- Students must wear **full black footwear** to school.



PE Uniform

- All students must wear the Lusk Community College PE uniform while taking part in PE class.
- Students will continue to be allowed to wear their PE uniform to school only on the days that they are timetabled for PE.
- Lusk CC PE uniform is the ONLY acceptable PE attire.
- If students do not have a complete school PE attire, they must wear their full uniform to school and change for PE.

Jewellery

- Only one small stud earring (4mm) per ear is allowed.
- No nose, lip or other facial/body piercings are allowed.

IT Support

For IT issues, such as issues with a student iPad or email address, please complete a *digital support* form which can be found on the LCC website www.luskcommunitycollege.ie

Parents/Guardians/Students can access the school digital support form by clicking on the digital tab show by the red arrow below.



IPad Issues: <https://wriggle.ie/parents/insurance-repairs/>

For iPad breakage issues, it is recommended that you immediately contact Wriggle. Wriggle can be contacted on 01-5009060. Wriggle will issue you a ticket number and request that you return the iPad to them directly. You will need to prepare your iPad for return and generate a return label using the following an post link <https://www.anpost.com/Post-Parcels/Click-and-Post>Returns>. **It is essential that all students have the JAMF management software on their iPad. iPads without this management software installed may not be used while in the school.** For further information, please contact Wriggle.

School Office

The school office will remain closed to the public from 28th June until 12th August 2024. Should you have any questions or queries in relation to the items in this letter or should you wish to contact the school during this time, you may do so by calling 01-5130000, leaving a voicemail, or by emailing adminluskcc@ddletb.ie. This email address will be periodically checked during the summer break and the school, where possible, will respond to your query.

At the end of this successful school year, we would like to take this opportunity to thank Parents/Guardians for your continued cooperation, support and encouragement. When we begin our new school year in August 2024, Lusk Community College will be in existence for eleven years. During this time the school and facilities have grown and developed into something to be proud of. It is the aim and desire of all our staff to continue to develop and provide a school worthy of the 1100 students which will be enrolled with us this coming school year. This aim can only be achieved in partnership and in strengthening our school community.

On behalf of the Board of Management and staff in Lusk Community College, I want to thank you for your continued support and wish you a safe and enjoyable summer and look forward to the return of our students in August 2024.

Is mise, le meas,



Ada Broderick,
Deputy Principal.

Encl:

Calendar of 2024/25 dates
Junior Cycle E-Book Loan Scheme
instructions for making online payments (MIT)