



**The Beginners Guide to Athboy Community School
2021**

We hope you are enjoying your Summer holidays and are looking forward to starting in Athboy Community School on **Friday 27th August 2019 at 8.50 a.m.** You will be the only year group in the school this day. There will be approximately 140 students in your year group. There will be 5 First Year classes and they are named : Ash, Beech, Cedar, Dair, Elm.

This booklet does not provide you with all the information you need to know about Athboy Community School but it covers some of the issues that you may initially encounter.

Your first day will be an induction days and you will meet, amongst others, your Tutors.

Your **Tutor** monitors your school journal and meets you once a week during tutorial class every Friday at 11.10 a.m. Tutors are there to help and advise you as you get used to the school.

On your first day you will receive a school journal, a map of the school, your timetable, your locker and your books. **You will need to bring a pencil case, school bag and a few spare copies.** There is no need to bring a mobile phone. Please ensure you are wearing the full uniform as we intend to take a group photograph.

Try not to worry about getting lost, not knowing your teachers names, having problems using a locker – these are common issues that usually disappear after the first week. Focus on the excitement of new friends, a wide variety of subjects and “moving up” to big school. Please remember that you may not be in the same class as all your friends – starting secondary school is a new beginning.

Some of the Staff you will meet on your First Day



Mr. O'Dowd - Deputy Principal

Mr Leavy – Principal

School Journal

On your first day in Athboy Community School you will be given a School Journal.

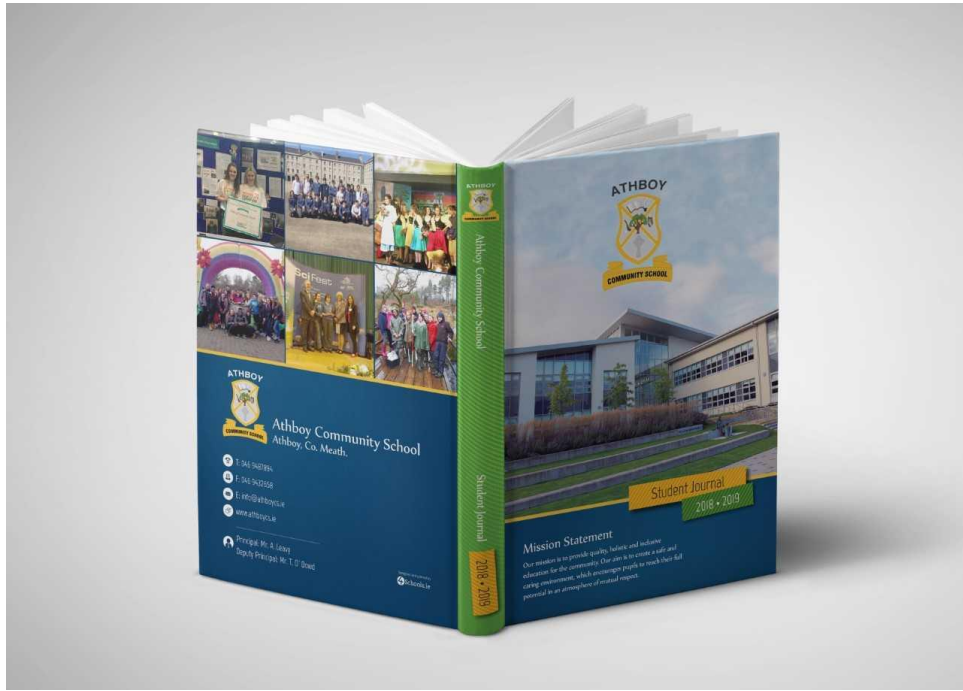
The first few pages of the Journal contain a lot of detailed information about the school.

You should read this section with your parents. If you have any questions ask your Tutor/Year Head.

The rest of the Journal contains pages for recording homework and notes.

Journals must be kept in perfect condition and signed every week by your parent / guardian.

Replacement journals cost €10 so mind it carefully.



Journals should be the first thing out of your bag when you enter a class.

Sample Timetable

Facility CMIS Timetable printout 11/08/17

	1	2	3	4	5	6
Mon	MA IT CR9	GEO OSH CR14	SPHE LF Art3	1OPT4A AR AK Art1	1OPT3A MW ER MW1	MMY CL3
Tue	1OPT1A CPAP LG CL2	PE SK	1OPT2A MUS JMCG MUS	EN MOK CR8	HIS IT CR9	IR SR CR18
Wed	REL LOH CR6	CSPE OSH CR14	OSH	IR SR CR18	MA	EN MOK CR8
Thu	EN MOK CR8	IR SR CR18	MUS JMCG MUS	REL LOH CR6	HIS IT CR9	MA IT CR9
Fri	1OPT1A CPAP LG CL2	1OPT4A AR AK Art1	TUT K, AI CR1	PE SK PEH	1OPT3A MW ER MW1	

Annotations on the timetable:

- Little Break**: Indicated by a blue arrow pointing to the gap between periods 2 and 3.
- Big Break**: Indicated by a blue arrow pointing to the gap between periods 4 and 5.
- Subject**: A blue arrow points from the 'Subject' box to the 'IR' and 'SR' cells in the Wednesday, period 4 column.
- Room**: A blue arrow points from the 'Room' box to the 'CR18' cell in the Wednesday, period 4 column.
- Teacher**: A blue arrow points from the 'Teacher' box to the 'CR18' cell in the Wednesday, period 4 column.

Unlike Primary school you will have a timetable that you will need to read to see what class you have next. You do not have to learn off the timetable as you will always have it with you.

The timetable will be explained to you over your first few days in the school. It details the class period, the subject, the teacher and the classroom. Have a look at the sample timetable above and see if you can make sense of it.

You should use a pencil to copy the timetable into your journal as the optional subjects will change a few times before settling down after Christmas.

Break times

There is a shop in the General Purpose Area (GPA).

You will have a 20 minute break mid morning. Use this time to unpack and get your books for the next 2 classes. Have a quick snack in your locker area with your friends.

You will have a 35 minute lunch time break early afternoon. Use this time to get your books for the last 2 classes. Enjoy your lunch in the General Purpose Area (GPA).

Locker

A well organised locker can make life a lot easier for you – books/copies can be easily found.

Ideally, books should be stacked vertically with the spine facing out, this facilitates the easy identification of books. Copies should not be stored in the books as this may cause damage to the book spine. Copies should be laid horizontally on top of the books or in front of the books.

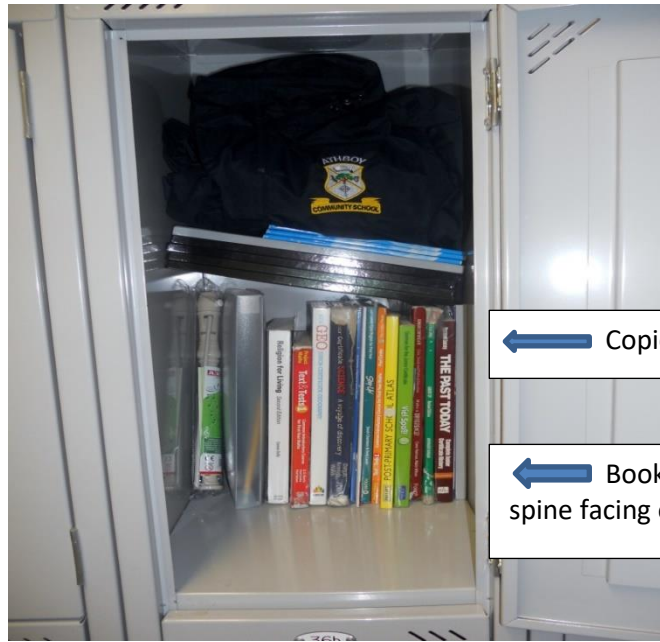
You will be given a spare copy of your timetable to attach to the inside of your locker door.

Lockers should be used during the mid-morning break and during lunchtime.

School jackets should be kept in the locker when not in use. The school are unable to use security cameras to locate lost property.

You should clean out your locker on a regular basis and ensure it is locked at all other times.

If you have an issue with your locker it is important to report it immediately to the office or Mr. O'Dowd.



← Copies laid horizontally

← Books stacked vertically, spine facing out.

Access to Computer Labs

Students will be given a Username and Password which will be displayed on the inside of the School Journal. Students will be given a chance to make sure the Usernames and Passwords are in working order in their first Digital Media Literacy class. Students will have full access to the Office 365 suite which is the platform we use for distance learning.

My Lock

You must keep your locker locked at all times. You will have books / uniform etc. in your locker that have cost your parents a lot of money. A locked locker is a safe locker.

Locker Codes will be displayed on the inside cover of your school journal. This 4 digit code is unique to you.

How do I open my 4 digit lock?



All First Years will get a brand new 4 digit lock , as above. You just dial in the four digit code and the lock opens. To close the lock just ensure that the code is dialled in, push up the lock and then mix up the digits.

When you take the lock off your locker always put it into your pocket so you will not lose it as you sort your books etc. Do not disclose your locker code to anyone.

If at any stage you feel someone knows your code Mr O’Dowd can change the lock. If you forget your code you can ask for the code in the Front Office.

What happens if...

I cannot find my classroom	Ask any member of staff you see on the corridor.
I cannot see the board in class	Ask the teacher can you move nearer to the board.
I am late for class	Apologise to the teacher. If you are late for class the teacher will note it in your journal. Three lates may result in a detention from the Teacher.
I am late for school	Ensure your parent sends in a late note on the School App.
I need to use the toilet	Ask your teacher. This should not become a habit. Ensure you get a corridor card from the teacher.
I have not got complete uniform today	A note of explanation must be written by your parent in the journal.
I am absent	A call from home should be made to the office as soon as it is known that you won’t be attending school. Also, ensure that your parent sends in an absence note on the App.
I have an outside appointment during my school day	You must be collected by a parent/guardian from the school. <u>You must be collected at the end of a class, not during it.</u> Make your way to the Front Office at the end of class when you are being collected.

I am having difficulties with a subject	Speak to the teacher about your difficulty and talk with your Year Head.
I forgot my lunch	Tell Lena that you forgot your lunch and the shop will provide you with lunch. Pay Lena the next day.
My homework is incomplete	Attempt all homework. If you have a difficulty with homework, get a parent/guardian to write a note or arrange a meeting with the teacher.
I feel ill	Tell your teacher and then go to Lena. If you need to go home, Lena will phone home. Do not text home if you have a mobile.
I lose/lost something in school	Report it to Lena. Check in the office if it has been handed in.
The fire alarm rings	Don't panic. Your Teacher will guide you to the nearest exit. Drills are held during the school year.
I, or my friend, is upset	Tell your Class Teacher, Class Tutor, Year Head, Guidance Counsellor or Chaplain. Do not go home with a worry – we can usually solve issues if we are aware of them.
I am unable to open my locker	Ask any member of staff for help. Do not disclose your code to another student.