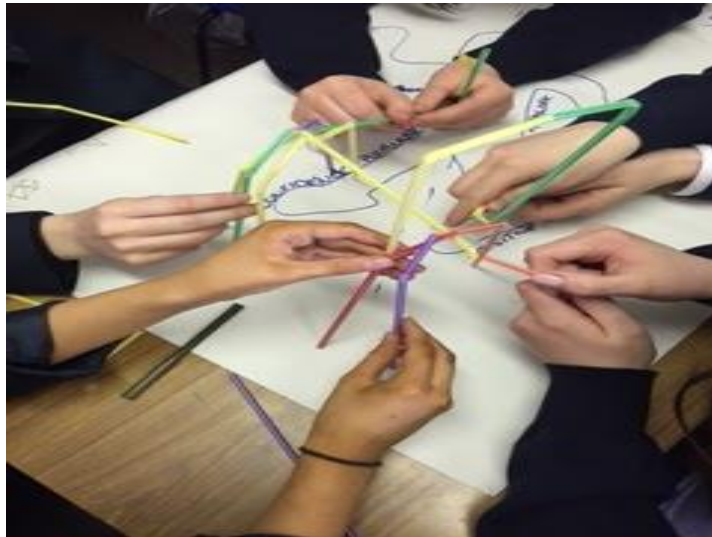


Welcome To 1st Year in Crana College 2022-2023



My thoughts and feelings about starting my new school??



Our School Vision

'We inspire every student to learn, to think, to care and to achieve'

Mission Statement

It is our mission to create a calm, caring and creative environment where all pupils are given the best opportunities to develop their potential to the full, to acquire knowledge and to adopt a positive attitude towards work, life and their community.



The Name Game

To get started, sit in a circle. The first person starts by saying their name. The person beside them says their name as well as repeating the name of the person that came before them. This continues until the last person (usually the teacher!) has to say all the names of the students in the class.

This activity can also be played by having each student pick a word that starts with the same letter of their name and say that too. For example, the student may say, "Silly Sammy" or "Fun Fred."

Key School Staff

Principal:
Deputy Principal:
Year Head:
Class Tutor:
Guidance Counsellor:
Support Co-ordinator:
Secretary:
Caretaker:

Subjects and Teachers

What subjects do I have?

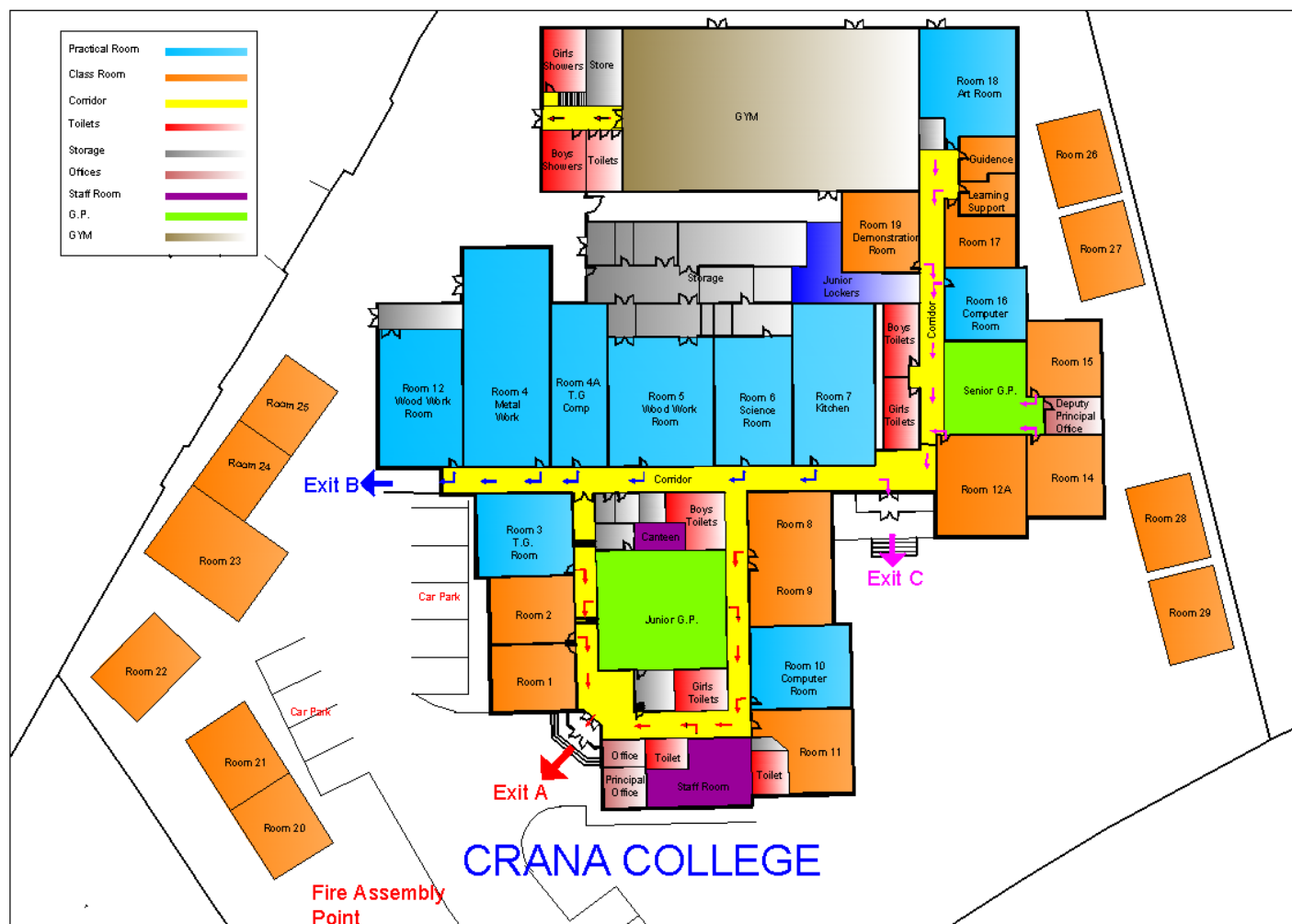
Subject	What is the Subject?	Number of classes	Who is my teacher?
Irish			
English			
Maths			
Science			
Business			
History			
Spanish			
Geography			
Practical Subject 1			
Practical Subject 2			
RE			
CSPE			
SPHE			
IT			
PE			

Which subjects do you think may be a challenge for you? How can you get help?

TIMETABLE

Class Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Tutor 9.00-9.08am					
9.08 - 9:40					
9:40 - 10:20					
10:20 - 10:35	B	R	E	A	K
11:35 - 11:15					
11:15 - 11:55					
11:55 - 12:35					
12:35 - 1.15					
1:15 - 1:55	L	U	N	C	H
1:55 - 2:35					
2:35 - 3:15					
3:15 - 3:55					

Map of Crana College



Rooms 30, 31 and the house are across the road from the school.

Rules are important in school

Have a look for some rules in our

Code of Behaviour in your diary/journal.

Rule

This means

Because

Wear full
Uniform

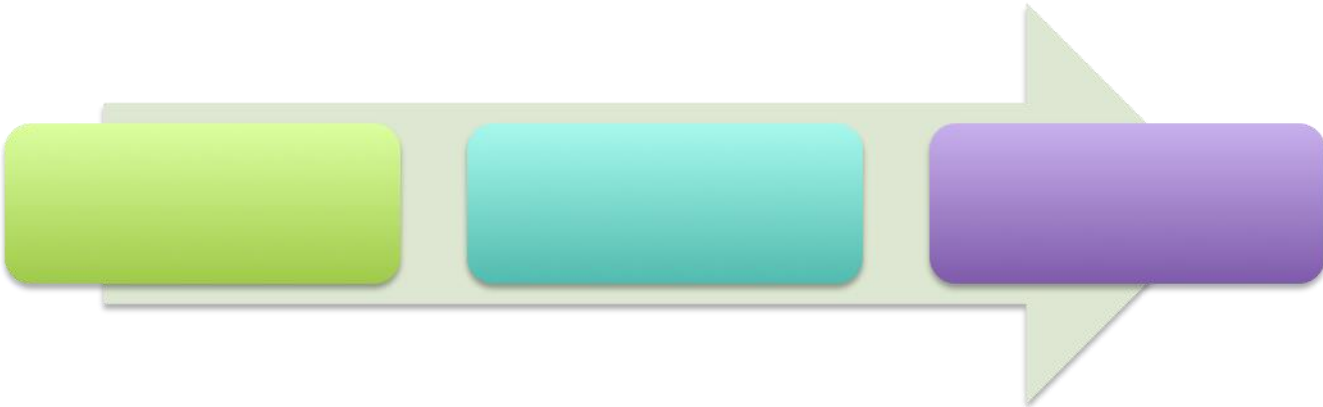
Attend school
every day

Be on time for
all classes

Use Lockers at break
and lunch time

Use Journal
every class

Follow teachers
instructions



Think about Primary School Rules

Some students in our class may have attended different primary schools and in each of those schools the rules may have been different. In the spaces below write down your primary school rules for each area:-

In class

**School
diary/journal**

Homework

In playground

With others

Every School has rules

Being organised in school?

Think about each of the items on the list. What was your routine in primary school? What will your new routine look like this month?

Stuff	Primary	Secondary
Diary/Journal		
Pens, ruler, pencil case etc.		
Copies		
Books		
Lunch & breaks		
School bag		
Uniform		

My School Diary/Journal - How it helps me Learn

In what way will my school diary/journal help me be a successful student..	
Help me organise my class and homework	
Help me organise my time	
Help me focus in class?	
Remind me what I should be doing	
Help me behave in class	
Help my family to talk to school	

Student expectations-My School Diary/Journal Use:

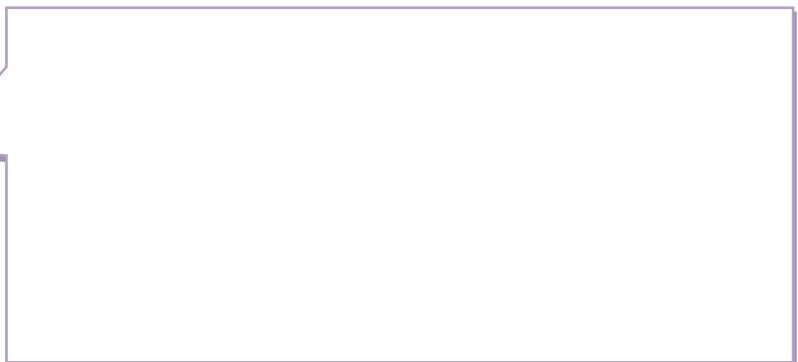
In class



On the
corridor



At
home



A-Z of Crana College

ABSENCES FROM SCHOOL

If a student is absent from school, their parents/guardians must put a written note into the space provided in their diary explaining the absence. This note must be shown to their tutor and brought to the office at 10.20am. It is the responsibility of the student to catch up on all the work they have missed.

BOOKS

A book rental scheme operates in the school and at the beginning of the year each student pays their money at the office and will receive a book voucher. They can show this voucher to teachers to receive their books. All students have the opportunity to get a locker and the books must be stored in the locker. Most of your books will be used for several years so it is important that you look after them and keep them in good condition. If students lose or misplace a book the student is expected to pay for a replacement. Make sure that your name is on the book.

BREAK AND LUNCH

Break is for 15 mins and lunch is a 40 min break. There is a canteen in the school selling sandwiches, soup, snacks and hot food. As we are a "Health Promoting School" sweets, fizzy drinks or take away foods are not allowed to be consumed in school. Students may bring their own packed lunch to school. Nuts are not allowed in school due to students having severe nut allergies. All students must stay on the school premises for break and must join an orderly queue in the canteen if they wish to purchase food; otherwise they may sit at the tables or if the weather is fine go outside. 2nd-6th year students are allowed to go home/town at lunchtime when they return a permission letter from their parents. All students must return on time to class after break and lunch.

CCTV

CCTV is in operation in our school at locker areas, general purpose and outside areas. There are signs displayed in school to say it is in operation.

CLASS TIMES

Roll call and Classes begin at 9a.m every day, so students should be in school by 8.40a.m. to allow time to get books from their lockers and get to their classroom. Monday to Thursday school finishes at 3.55p.m. On Friday school finishes at 1.15pm. All classes are 40 mins in length.

CLASSROOMS

A lot of teachers are assigned a classroom so when the bell goes at the end of class students must make their way to the next classroom on their timetable. Room numbers 1-19 are in the main building. Prefabs are numbered from 20-31. Prefabs 30 and 31 are across the road from the school behind the house. The house has classrooms 32-37 which are mainly used for learning support.

CLUBS

A number of clubs take place at lunchtime and after school. They include IT/computers, Art & Crafts, board games, photography, homework, study, hair & beauty and a range of sports.

CODE OF BEHAVIOUR (COB)

All students are expected to show courtesy and respect to staff and their fellow students at all times. They are also expected to be neat and tidy in appearance and to present to each class with the required materials and work completed. A more detailed list of the rules, procedures and sanctions is found in the COB in the student diary.

CORRIDORS

Follow the one-way system around the junior GP and walk slowly on the left of the corridor. Students are not permitted in corridors during class unless they have a note signed in their diary by their teacher.

DETENTION

Detention is one of the sanctions imposed when students fail to adhere to the school rules. Individual teachers may impose their own detention at break or lunchtime. The year head, principal and deputy principal may also arrange after school detention for students and will contact parents to arrange this.

DIARY

Every student should have a diary with them every day for each class and it should be placed on their desk at the beginning of class. The diary is extremely important as it not only is used to keep an account of the students' homework but is also used as a communication tool between home and the school. **Each student must get their parent/guardian to sign the diary every week on completion of their homework.** Teachers, Tutors, and Year heads may write notes for parents in the diary praising students for work well done or to make parents/guardians aware of work not

done, rules broken, detention etc. Diaries should be kept neat and tidy with no graffiti. Should a diary need to be replaced the cost will be 10 euro which can be given to the deputy principal. Every night a student should prepare their diary by writing in the classes for the next day as on their timetable. Students must get their diary signed by a teacher if they are in the corridor for any reason during class e.g. toilet break.

EARLY DISMISSAL

No student can leave school without permission, all students who need to leave early e.g. for a dental appointment, must bring a note from their parents /guardians in their diary. They must show this note to their Class Tutor who will then sign it. **They must present the signed note at the office and a parent/guardian must collect the student from school.**

EXTRA-CURRICULAR ACTIVITIES

There are a number of activities ranging from soccer, gaelic, basketball, athletics, music, public speaking, quizzes, art, drama, dance, gaisce to name a few. This is a great way of getting to know new people.

FIRE DRILLS

Each class has an assigned exit route from the building in the event of a fire. When the fire alarm goes off please follow any instructions given and leave the school in single file and in silence. Assembly point is the basketball court at the front of the school. Please line up in your class group for roll call. During the year several fire drills will be held.

HOMEWORK/STUDY

All students have homework every day which they will make note of in their diary. Every night, a student must complete the required work and also do revision of the subject work that day. First, second and third year students should be doing at least an hour and a half to two hours work per night and double this at the weekend. Senior students should be doing from two to three hours per night. Students studying for the State exams may need to do more throughout the year. Study skills workshops will be provided for 3rd and 6th year students and will also be covered as part of SPHE in all years. A homework club takes place every Tuesday and Thursday after school 4-5pm for 1st years only. A member of staff is there to help students with homework in this club. After school

study takes place Monday-Wednesday from 4-6pm for 1st-6th years and is supervised by a member of staff.

LEADERSHIP TEAM

In August every year, a number of sixth year students are elected as head Boy, Head Girl and as Student leaders. The Head Boy, Head Girl and student leadership team represent the student body at various functions and meetings.

LOCKERS

At the beginning of each year, students can get a locker and key from Mr McArt. Each student will be assigned a locker in a certain area of the school. Students should get a second key cut and keep it in a safe place. A replacement lock can be got by paying a fee at the office and contacting Mr McArt or Declan Caretaker with a receipt from the office.

MATERIALS FOR CLASS

It is the responsibility of each student to bring the correct materials to class. For every class except P.E. students will need at least one red and one blue pen, a ruler and in some classes a pencil and an eraser. For specialist classes other equipment may be needed e.g. set squares, compass and protractor in Maths, a calculator in Maths, Business, Accounting etc The diary must be brought to each class and placed on the desk at the beginning of class.

MEDICAL

A parent must inform the school on the enrolment form if their child has a medical condition. The student should alert their teacher to their medical condition should they be going on a school trip or participating in sports/PE. A number of staff members are qualified in First Aid.

MENTOR

A mentor is a 5th year student who has volunteered to help, guide and support 1st year students as they settle into our school. Mentors have received training and meet 1st years throughout the year.

MOBILE PHONES

Mobile phones are not permitted to be switched on in school. If a student's mobile phone is on in school/class the teacher will take the phone, put it in an envelope which must be collected by a parent. Please check Mobile phone policy in student diary.

NO SMOKING POLICY

In accordance with the law the college and its grounds are a no smoking area.

PARENT TEACHER MEETINGS

These are listed in the calendar at the beginning of the school diary and parents are sent a reminder by text closer to the meeting.

PUNCTUALITY

All students are expected to be on time for school and class. The first class in the morning begins at 9 a.m. so all students should be in school at 8.40 a.m. to give them time to get their books from their lockers and to get to their classroom. **If a student is late they must go to the office to be signed in on the roll call and must go to class immediately.**

SCHOOL BAGS

Students are responsible for their own school bags. They must bring bags home every night with their diary and materials needed to complete their homework. On arrival to school students should put their books back in their lockers and take out the books needed for the first three classes and put them in their school bags. At break students should repeat the process for the classes before lunch, and again at lunch for the classes after lunch. School bags can be left in the GP area at the sides during lunch. Please ensure that your name is on your bag and do not leave valuables unattended.

STUDENT COUNCIL

At the beginning of the academic year, each year group selects students to represent them on the Student Council. These representatives attend Student Council meetings throughout the year.

STUDENT VOICE COMMITTEE

Students from 1st-6th year volunteer to be part of the student voice committee. This group meets once per term to give their view and opinion about a range of issues in school.

TIMETABLES

Each student is given an individualised timetable at the beginning of the year. This should be written inside the first page of the diary and a copy placed inside the door of the locker.

TUTORS

Each class has an assigned tutor. The tutor works closely with the students, having both a pastoral and disciplinary role. Students are required to present their diary to their tutor for examination which they check looking at any good and bad notes. Students must present any notes re absence etc from their parents/guardians to their tutor in their diaries. Tutors may put students on report following misbehaviours.

UNIFORM

Uniform should be kept neat and tidy at all times. Students must wear black shoes. Non uniform coats are not permitted in school. Please check the full list of uniform in the school diary.

YEARHEAD

Each year group has a Year head. The Year head like the Tutor, works with the students in a pastoral and disciplinary role. The Year head will meet students in assembly, during roll call or call to classes. The yearhead may put students on report and afterschool detention following misbehaviours.