

**Coláiste Pobail na Mainistreach**  
 Bóthar na Mainistreach, An Port Mór, Portláirge, X91 PC91  
**Priomhoide:** Michelle Ni Sheafraidh  
**Leas-Phriomhoide:** Colm de Ris  
**Leas-Phriomhoide:** Helen Ni Chonchubhair  
**Leas-Phriomhoide:** Laura Ni Ghiolla Phádraig

**Abbey Community College**  
 Abbey Road, Ferrybank, Waterford, X91 PC91  
**Principal:** Michelle Jefford  
**Deputy Principal:** Colm Rice  
**Deputy Principal:** Helen O'Connor  
**Deputy Principal:** Laura Fitzpatrick



**Tel:** 051 832 930  
[info@abbeycommunitycollege.com](mailto:info@abbeycommunitycollege.com)  
[www.abbeycommunitycollege.com](http://www.abbeycommunitycollege.com)

18<sup>th</sup> August, 2023

Dear Parents / Guardians and Students,

To begin, please allow us to once again welcome you to Abbey Community College. We look forward to the new academic year and wish you all well as you begin your journey in our school. We wish to inform you about the arrangements for the beginning of the year as well as some housekeeping issues that will need your attention.

Listed below are details of the **1<sup>st</sup> Year Induction Programme**.

<b>Monday 28<sup>th</sup> August (Day 1)</b>	<b>8:45am – 1:00pm</b>	<b>(Full uniform must be worn)</b>
<b>Tuesday 29<sup>th</sup> August (Day 2)</b>	<b>8:45am – 15:40pm</b>	<b>(Full PE uniform must be worn)</b>
<b>Wednesday 30<sup>th</sup> August</b>	<b>8:45am – 15:40pm</b>	<b>(Full school day for all)</b>

Students will be met by staff and our Cara Leaders (student mentors) upon their arrival and brought to their designated rooms.

Over the *Induction Programme*, students will be involved in a variety of activities that will help ease their transition to Abbey Community College. They will meet staff, get to know other students and become familiar with school life in the Abbey. Books will be distributed to those participating in the book rental scheme. Lockers and locker keys will be assigned to students. The timetable will be presented and explained.

<b>What do I need to bring each day of the Induction Programme?</b>	
School bag	Pencil Case including pens and coloured pencils
Drink and snack for Break Time (Day 1) Drink, snack and lunch (Day 2)	Envelope for workbooks as per 1 <sup>st</sup> Year Book List
<b>Please ensure all belongings and uniform items are clearly marked with the student's name</b>	

### **Text Messaging and Correspondence**

In an effort to continue communication with home, we will be sending text messages to parents/guardians throughout the year. **Please notify the school immediately if your mobile phone number changes.**

### **Student Record Book**

All students will be issued with a Student Record Book (SRB). Students and parents/guardians are expected to read the Student Record Book carefully and sign in the appropriate places. The senior management team, year head and staff members will inspect this book regularly.



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KCETB Registered Charity No.: 20083434

### Contact Details

College Phone Number: 051-832930  
E-Mail: [info@abbeycommunitycollege.com](mailto:info@abbeycommunitycollege.com)  
Bursar E-Mail: [bursar@abbeycommunitycollege.com](mailto:bursar@abbeycommunitycollege.com)  
Website: [www.abbeycommunitycollege.com](http://www.abbeycommunitycollege.com)

### School Calendar

The school calendar for the academic year August 2022 to June 2023 is on our website [www.abbeycommunitycollege.com](http://www.abbeycommunitycollege.com) and will be updated regularly. Please use the school calendar for reference.

### School Timetable / School Day

Please note the times of the school day in the table below.

Classes will start for all year groups at 8.45 am. Students should be in school by 8.35 am (at the latest) to ensure that they are prepared for their classes.

**\*Please note the finishing time of the school day on Friday**

Day	Monday, Tuesday, Wednesday, Thursday	Friday
Start Time	8.45 am	8.45 am
Finish Time	3.40 pm	* 1.00 pm

### Dropping to / Collecting from school

Cars dropping students or collecting them from school are **not allowed past the turning circle area just inside the school entrance**. Please note the sign posts. This decision is made in the interest of health and safety and due to the growing number of students in the school. Parking is not allowed in the staff car park, on grass areas or on kerbs.

**In the interest of the health and safety of all our school community, electronic scooters (E-Scooters) are not permitted to be used on school grounds.**

### VSware

In an effort to enable greater parental involvement in our students' time in Abbey Community College, we will be providing parents/guardians with access to our Management Information System, VSware. Parents/Guardians will be asked to download the VSware App onto their mobile device. Using this VSware App, parents can check class by class attendance, behaviour reports as well as their child's timetable and academic term reports. Absence notes and requests to leave school should also be submitted through the VSware App.

More information and log-in details re. VSware will follow in due course.

### General Data Protection Regulation (GDPR)

If you do not wish for your child to be included in photographic/video material which may be taken during the academic year and subsequently used to promote our school, please contact the school at [info@abbeycommunitycollege.com](mailto:info@abbeycommunitycollege.com). A copy of Kilkenny Carlow Education and Training Board's Data Protection Policy and Privacy Notice can be found on our website.

Yours sincerely,



Michelle Jefford  
Principal



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# Return to School Timetable for Students 2023 – 2024

*Details of class groupings and venues for induction will be available from staff upon your arrival to school.*

Monday 28 <sup>th</sup> August, 2023	
<b>1<sup>st</sup> Year</b>	Induction (Day 1) 08.45 am – 13.00 pm (Full School Uniform)
<b>2<sup>nd</sup> Year</b>	Induction 09.45 am – 10.45 am (Full School Uniform)
<b>5<sup>th</sup> Year</b>	Induction 11.00 am – 12.00 pm (Full School Uniform)

Tuesday 29 <sup>th</sup> August, 2023	
<b>1<sup>st</sup> Year</b>	Induction (Day 2) 08.45 am – 15.40 pm (Full P.E Uniform)
<b>Transition Year</b>	Induction 08.45 am – 09.45 am (Full School Uniform)
<b>3<sup>rd</sup> Year</b>	Induction 09.45 am – 12.30 pm (Full School Uniform)
<b>6<sup>th</sup> Year</b>	Induction 13.00 pm – 15.40 pm (Full School Uniform)

Wednesday 30 <sup>th</sup> August, 2023	
<b>All Year Groups</b>	Full School Day 08.45 am – 15.40 pm (Students must have textbooks and equipment for commencement of classes)



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