

**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  
www.abbeycommunitycollege.com

20<sup>th</sup> August, 2024

Dear Parents / Guardians and Students,

To begin, we would like to extend a warm welcome back to everyone at Abbey Community College. We are excited about the upcoming academic year and would like to share important information regarding the arrangements for the start of the year, along with some housekeeping matters that will require your attention.

Listed below are details of the **Return to School Programme** for all students.

During each year group *Induction*, students will meet with staff and their Year Head. Books will be distributed to those participating in the *Junior Cycle Schoolbooks Scheme* and our *Senior Cycle Book Rental Scheme*. Lockers will be assigned to students and the timetable will also be presented and explained.

What do I need to bring to the Induction Programme?	
School bag	Pencil Case including pens
Please ensure all belongings and uniform items are clearly marked with the student's name	

### **School Uniform**

Full official school uniform is required by all students in Abbey Community College. Please refer to the clarification on our school uniform for 2024-2025 on our website [here](#), as previously communicated.

### **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.

### **Contact Numbers and Addresses**

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 2024 to June 2025 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 are continuing to provide parents with access to our Management Information System, VSware. Parents/Guardians are 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 term reports. Absence notes and requests to leave school should be submitted through the VSware App.

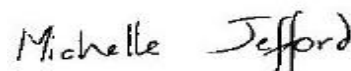
**VSware is currently undergoing routine maintenance and is not available to parents/guardians.**

Log-in details re. VSware will be issued again next week.

### 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 2024 – 2025

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

Tuesday 27 <sup>th</sup> August, 2024	
<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)

Wednesday 28 <sup>th</sup> August, 2024	
<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 – 10.45 am (Full School Uniform)
<b>6<sup>th</sup> Year</b>	Induction 11.00 am – 12.00 pm (Full School Uniform)

Thursday 29 <sup>th</sup> August, 2024	
<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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