

# Parents' Information Booklet

## MISSION STATEMENT

St Brendan's College, Killarney, is a Non-Selective, Diocesan, Secondary School with a Board of Management. It is a vibrant community of Students, Staff, Parents and Management, founded on the Christian values of justice, truth and honesty which permeate all aspects of school life and in which the participants find fulfilment.

The school, while conscious of its bountiful heritage, recognises the need for professional development to meet the challenges of a changing world.

The school aspires

To develop the whole person, spiritual, emotional, intellectual, social, cultural and physical.

To promote academic excellence to the full potential of each student.

To equip students with life-skills and develop leadership qualities.

To foster the ideals of gender equity and equality of opportunity.

To inculcate good standards of behaviour and respect for one another

in a well ordered, supportive and caring environment.

While respecting the conscience and convictions of each member of the School Community, the education given in this college promotes a sense of identity enriched by an awareness of its Catholic tradition.

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# PHONE NUMBERS

## School Details

Main phone: 064 31021

Fax: 064 31231

e-mail: [stbrendkill@eircom.net](mailto:stbrendkill@eircom.net)

Website: [stbredanskillarney.com](http://stbredanskillarney.com)

### Extension Numbers for the whole school

Direct Dial	Ext	Name
	20	Switch Board
	21	Principal - M
71722	22	Accounts - M
71723	23	Deputy Princ
71724	24	Reception - E
71725	25	Kitchen
71726	26	Staff Room
	27	Fax
71728	28	Year Head
	29	Internet – Sw
71731	31	Internet – Ac
71733	33	Guidance Co

## Trustee

Bishop Bill Murphy, Bishop of Kerry.

## Board of Management

Chairperson:	Sr. Mary McMahon
Secretary:	Mr. Ed O'Neill, Principal
Bishop's Nominees:	Ms. Jackie Gavaghan, Mr. Maurice Coffey, Fr. Larry Kelly.
Teachers' Representatives:	Mr. Billy Condon, Mr. Pat Fleming
Parents' Representatives:	Mr. Michael O'Donovan, Mrs. Caroline O'Sullivan

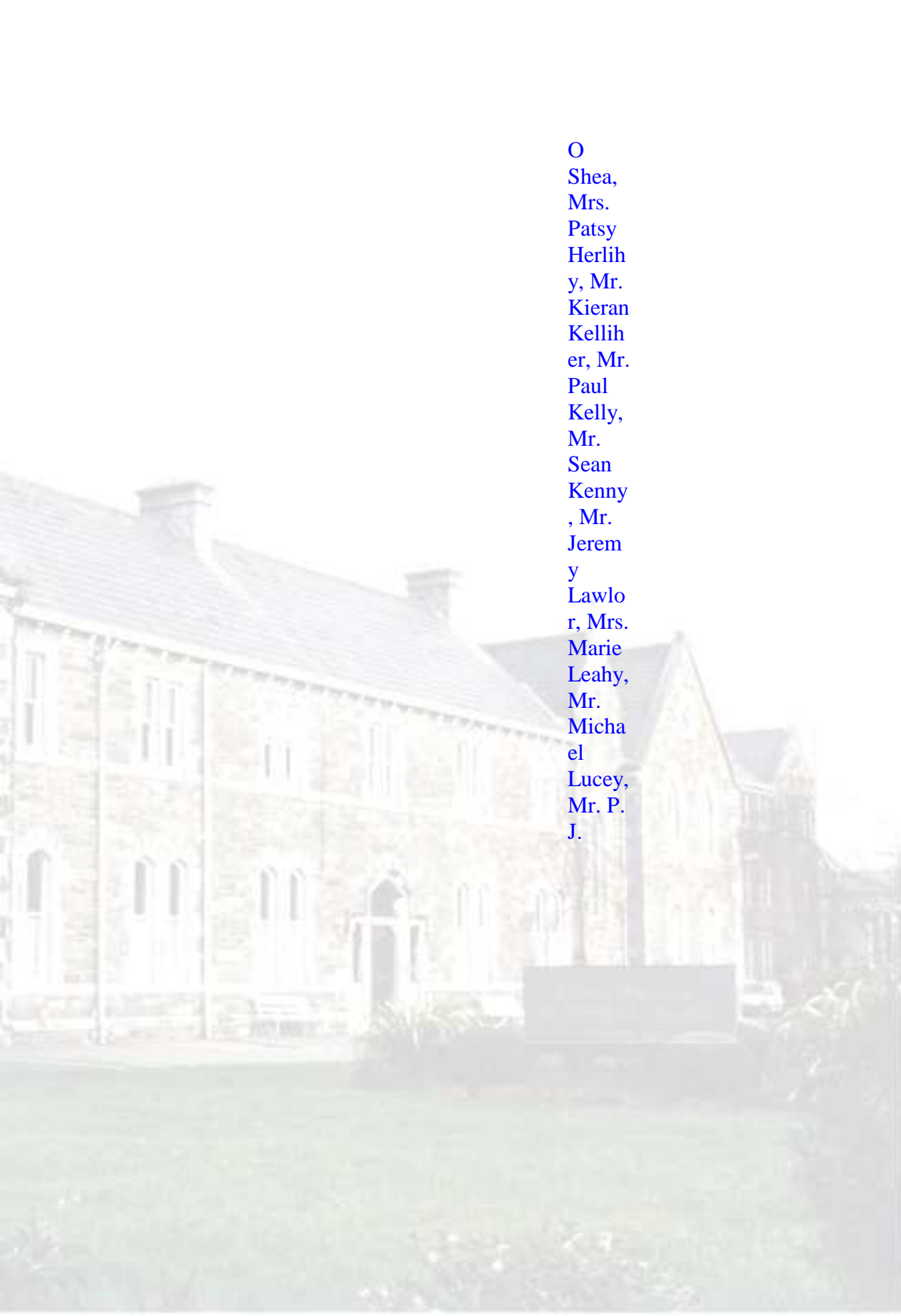
# THE SCHOOL TEAM

**Principal:** Mr. Ed O'Neill  
**Deputy Principal:** Mr. Billy Condon  
**Chaplain:** Fr. Joe Begley  
**Guidance Counsellor:** Mr. Tim Gleeson  
**Learning Support Teacher:** Mrs. Patsy Harrington-O'Shea

## Teachers

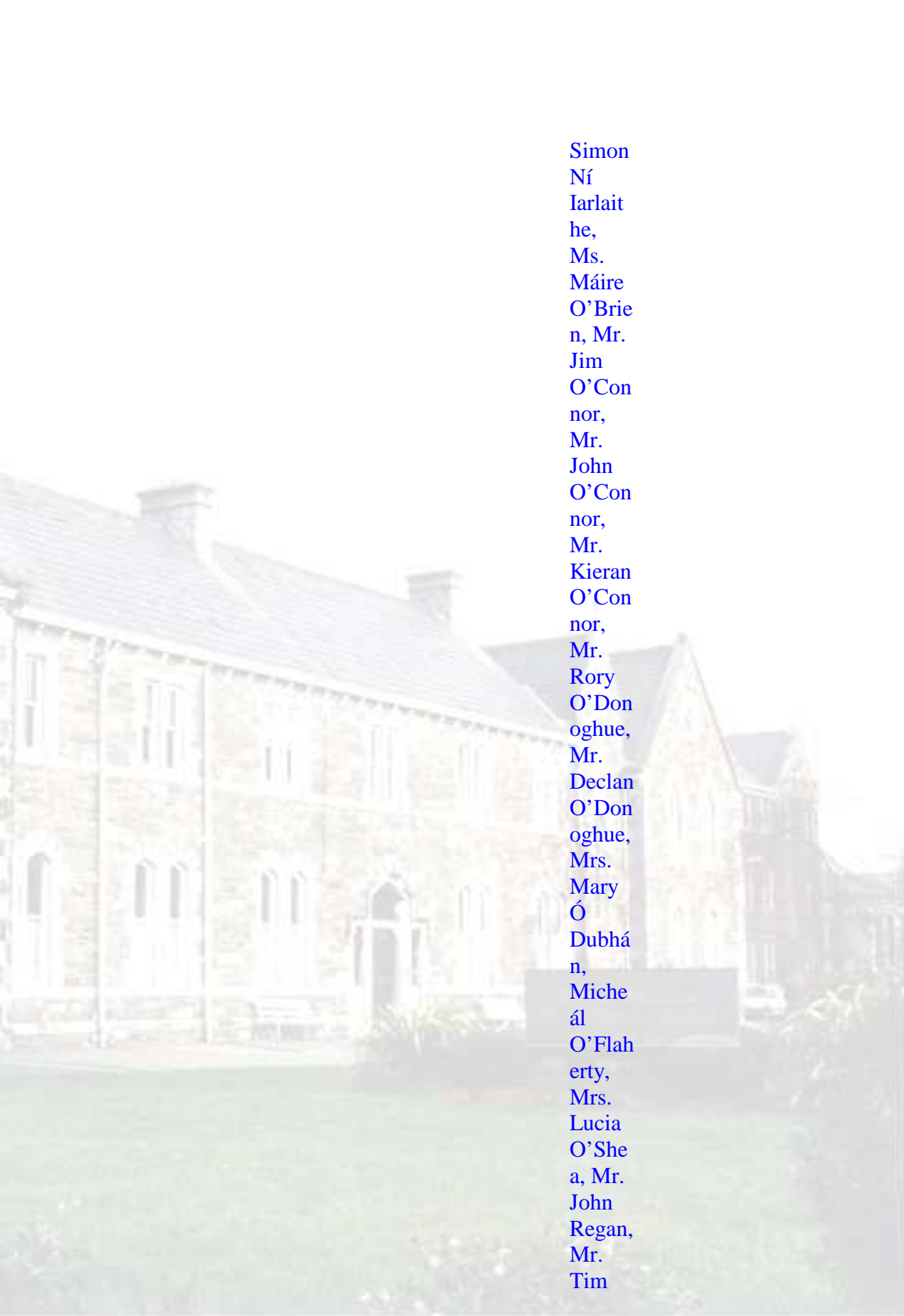
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Kenny,  
Mr.  
Jeremy  
Lawlor,  
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Leahy,  
Mr.  
Michael  
Lucey,  
Mr. P.  
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Lucy,  
Mrs.  
Bridget  
Lucid,  
Mr.  
Patrick  
Luddy,  
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Moore,  
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Ryan,  
Mrs.  
Joanna  
Ryan,  
Ms.  
Denise  
Somers  
, Mr.  
Kevin

## Classroom Assistants

Healy, Áine  
O’Gorman, Mary

## Secretaries

Fitzgerald, Ms. Carmel (School)  
O’Leary, Mrs. Eileen (Accounts)

## Ancillary Staff

Cronin, Johnny  
Kennedy, Billy  
Kennedy, James  
Michalik, Magdalena  
O’Sullivan, Pat

## Teachers’ Council Members

Ed O’Neill,	(Principal)
Billy Condon,	(Deputy Principal)
Tony Hannon, P. J. Luddy	(Assistant Principal)
Kevin Somers	(Special Duties)
Garry McGrath	(Non Post Holder)

## Guidance Counsellor - Mr. Tim Gleeson

The Career Guidance Teacher makes guidance and counselling available to the students in Room 37. Teachers who have concerns about students often refer on such students to the Guidance Counsellor. Otherwise, the Guidance Counsellor meets the students of 1st Year, 3rd Year and 6th Year on an individual basis by appointment or when the need arises and other students at their request to help them deal with issues on an ongoing basis. The Guidance Counsellor is part of the Pastoral Care Programme and is also available to meet staff members if they have issues they wish to discuss.

## Learning Support Teacher - Mrs. Patsy Harrington-O’Shea

## Programme Co-ordinator - Mr. Rory O’Connor

The Programme Co-ordinator is responsible for the implementation and co-ordination of the following programmes:-

- Leaving Certificate Applied
- Leaving Certificate Vocational Preparation

The duties of the Co-ordinator may include:

- Communication with parents, staff and outside agencies
- Planning and timetabling
- Administration, record keeping and monitoring
- Helping to motivate students
- Building morale
- Organising tasks, exams, etc.

### Students' Council Members

Cronin, John  
 Cronin, Kevin  
 Griffin, Johnny  
 Moore, Fintan  
 O'Donoghue, Donal  
 O'Mahony, John

### Students' Bank – AIB Build a Bank Challenge

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## SCHOOL OPENING/CLOSING TIMES

**School opens:** 8.00 a.m.  
**Class** : 9.00 a.m. – 3.40 p.m.  
**Study** : 4.00 p.m. – 5.50 p.m. & 6.00  
 p.m. – 9.00 p.m.

### Posts of Responsibility

TEACHER	POST
Mr. Ed O'Neill	Principal
Mr. Billy Condon	Deputy Principal
Mr. Kieran O'Connor	Exam Secretary
Mr. Tony Hannon	Year Head
Mr. John O'Shea	Attendance Officer
Mr. P. J. Luddy	Year Head
Mr. Jim O'Brien	Year Head
Mr. Tim Gleeson	Student Liaison Officer
Mrs. Anne Hannon	Health, Fire & Safety Officer
Mrs. Patsy Harrington-O'Shea	Learning Support Co-Ordinator
Mr. Kevin Somers	Assistant Attendance Officer
Mr. Michael Leahy	Sports Co-Ordinator
Mr. Seamus Grealy	Year Head
Ms. Máire Ní Iarlaithe	Uniform
Mrs. Mary O'Donoghue	Lockers
Mr. Pat Lucid	Assistant Exam Secretary
Mrs. Lou O'Flaherty	PRO / Newsletter
Ms. Susan Follin	Transport / Open Night
Mrs. Joanna Ryan	Cultural Activities
Mr. Haulie Clifford	Year Head
Mrs. Bridget Lucey	Student Merit Awards
Mr. Paul Barden	Religion Co-Ordinator / Shop
Mr. Rory O'Connor	Programme Co-ordinator

### List of Year Heads 06/07

First Years – Haulie Clifford - Room No  
 23

Second Years – P. J. Luddy - Room No 3  
 Third Years – Tony Hannon - Room No 28  
 Fifth Years - Jim O’Brien - Room No 21  
 Sixth Years – Seamus Grealy - Room No  
 10

## SUBJECT DEPARTMENTS

**Science:** Jim O’Brien, Lou O’Flaherty, Bridget Lucey,  
 Pat Fleming, Marie Lawlor and Nora Griffin

**Business:** Kieran O’Connor, Michael Leahy, Joanna Ryan,  
 Jere my Kenny and Mary Devane

**Mathematics:** Billy Condon, Tony Hannon, Anne Hannon,  
 Lou O’Flaherty, Bridget Lucey, Pat Fleming, Jere my Kenny, Marie Lawlor, Nora Griffin and John O’Connor

**Social Studies:**  
**History:** John O’Shea, Kevin Somers, Garry McGrath,  
 Declan O’Donoghue, P J Lucey and Kieran Herlihy  
**Geography:** John O’Shea, Kevin Somers Paul Kelliher,  
 Garry McGrath, Declan O’Donoghue,

Paul Galvin and Mary Devane

**Travel & Tourism:** P J Luddy and P J Lucey

**CSPE:** Garry McGrath, Micheál Ó Dubhán,  
Denise Ryan, P J Lucey, Paul Galvin,  
Kieran Herlihy, Mary Devane and  
Nóirín Gleeson

**SPHE:**  
John O'Connor,

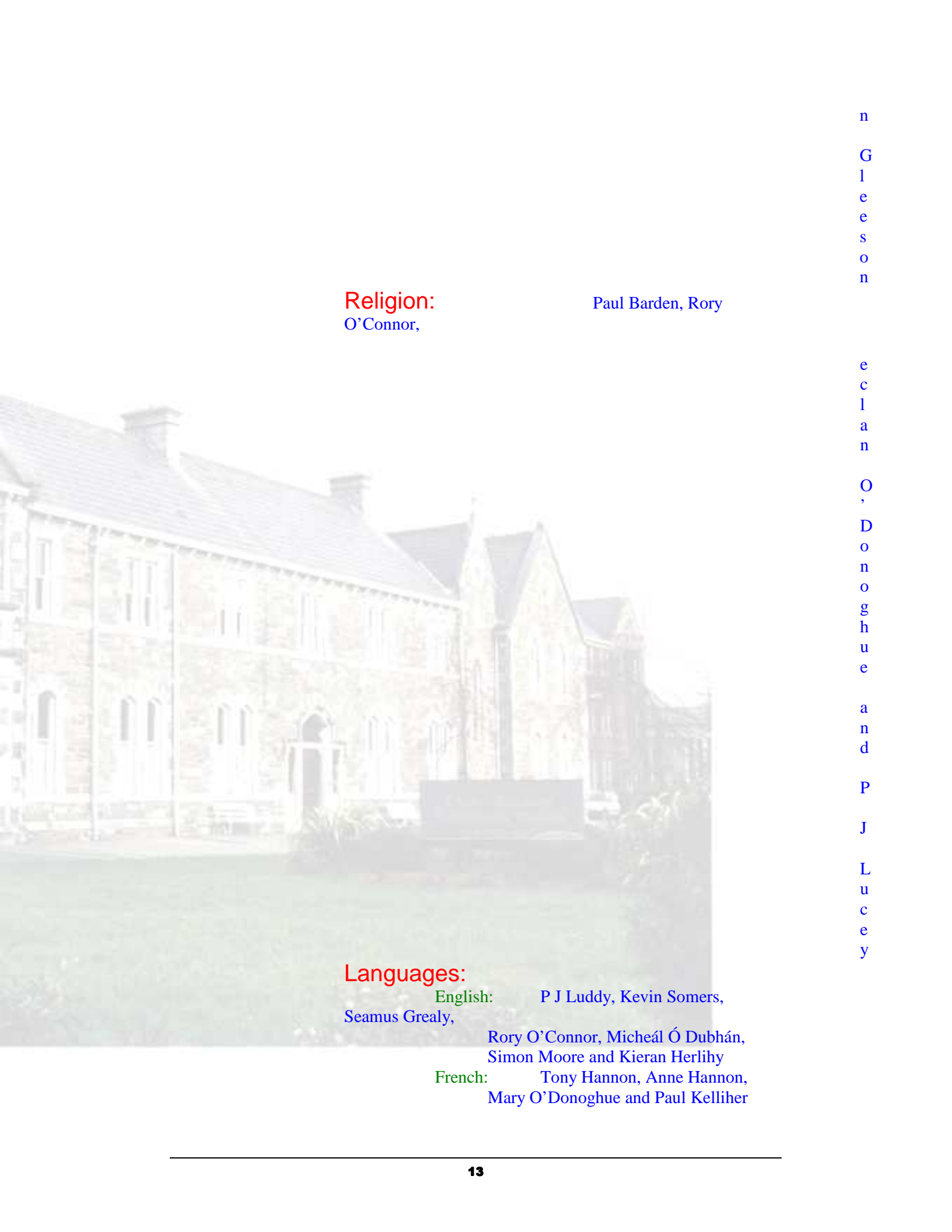
Paul Barden, Garry McGrath,



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**Religion:**  
O'Connor,

Paul Barden, Rory

**Languages:**

**English:** P J Luddy, Kevin Somers,  
Seamus Grealy,

Rory O'Connor, Micheál Ó Dubhán,  
Simon Moore and Kieran Herlihy

**French:** Tony Hannon, Anne Hannon,  
Mary O'Donoghue and Paul Kelliher

**German:** John O'Shea, Susan Follin and  
Mary Devane

**Irish:** Máire Ní Iarlaithe, Mary O'Donoghue,  
Paul Barden, Micheál Ó Dubháin and  
Paul Galvin

**Art:** Patsy Harrington O'Shea and  
Denise Ryan

### **Technology:**

**Tech. Graphics:** Michael Leahy Pat Lucid,  
Haulie Clifford and Hugh Rudden

**Tech. Drawing:** Pat Lucid, Haulie Clifford  
and Hugh Rudden

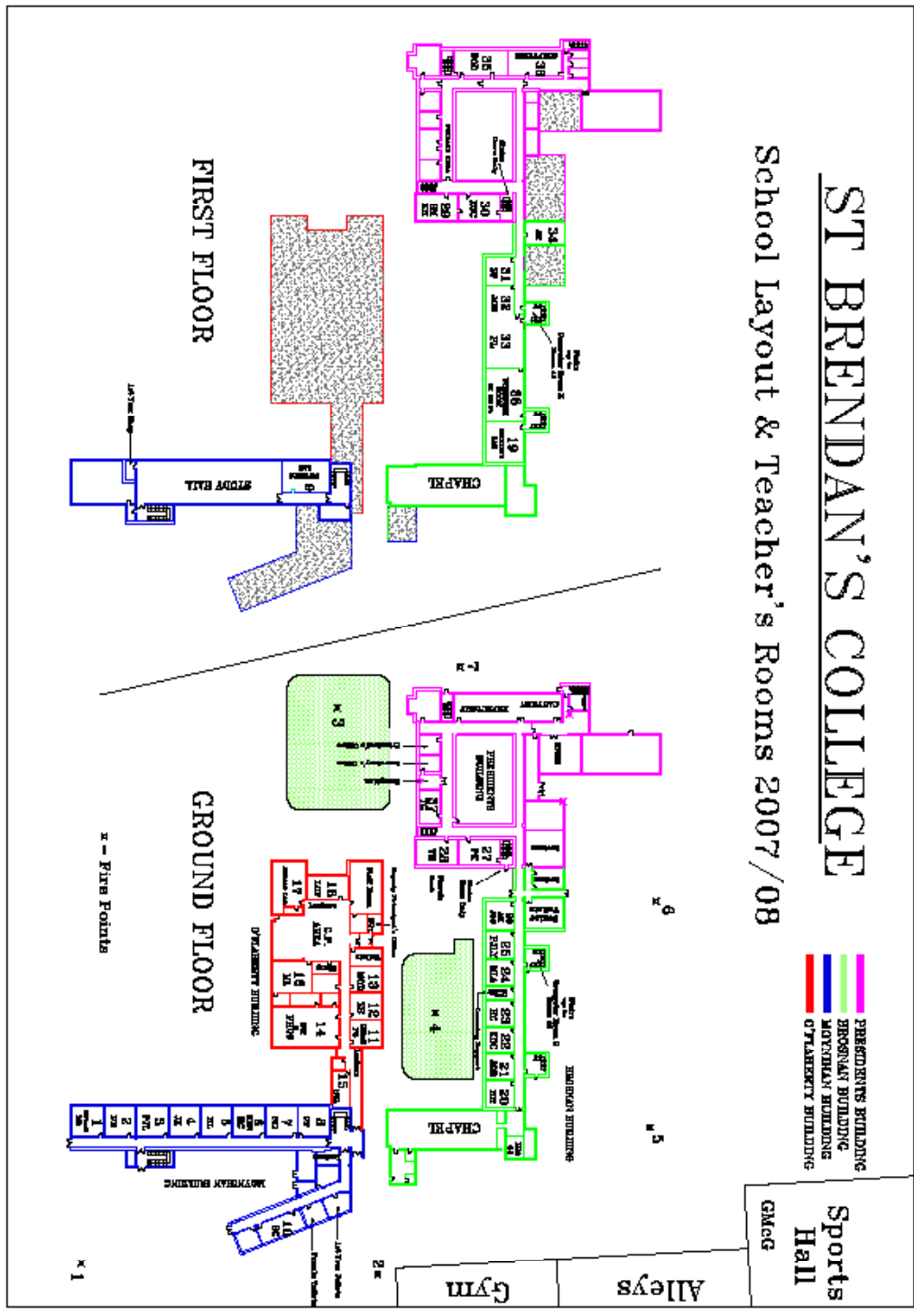
**Mat. Tech (Wood):** Pat Lucid, Haulie Clifford  
and Hugh Rudden

**Const. Studies:** Haulie Clifford and Hugh  
Rudden

**Music:** Nóirín Gleeson



# Teacher Room locations – Ground Floor and 1<sup>st</sup> Floor



## Teacher Rooms 07/08

A-M	Teacher	Room	Building	M-T	Teacher	Room	Building
AH	Hannon, Mrs. Anne	26	Bg	ML	Leahy, Mr Mike	16	Fg
BC	Condon, Mr. Billy	5	Mg	MLA	Lawlor, Mrs Marie	24/19	Bg/B1
BL	Lucey, Mrs. Bridget	6	Mg	MNnfl	Ní Iarlaithe, Máire	1	Mg
DOD	O Donoghue, Mr. Declan	35	P1	MOD	O Donoghue, Mrs. Mary	13	Fg
DR	Ryan, Ms Denise	14	Fg	NG	Griffin, Ms. Nora	7/9	Mg/M1
GMcG	McGrath, Mr. Garry	11	Fg	NGL	Gleeson, Ms. Nóirín	15	Fg
HC	Clifford, Mr Haulie	23	Bg	PB	Barden, Mr. Paul	2	Mg
HR	Rudden, Mr. Hugh	20	Bg	PF	Fleming, Mr. Pat	8/9	Mg/M1
JK	Kenny, Mr. Jeremy	4	Mg	PG	Galvin, Mr. Paul	11	Fg
JOB	O'Brien, Mr. Jim	21/19	Bg/B1	PHOS	H.-O'Shea, Mrs. Patsy	14/5a	Fg/Bg
JOC	O'Connor, Mr John	26/36/41	Bg/P1/Bg	PJL	Luddy, Mr. P.J.	3	Mg
JOS	O'Shea, Mr. John	32	B1	PJLY	Lucey, Mr. P.J.	25	Bg
JR	Ryan, Mrs. Joanna	34	B1	PK	Kelliher, Mr. Paul	27	Pg
KH	Herlihy, Mr. Kieran	29	P1	PL	Lucid, Mr. Pat	33	B1
KOC	O'Connor, Mr. Kieran	22	Bg	ROC	O'Connor, Mr. Rory	30	P1
KS	Somers, Mr. Kevin	12	Fg	SF	Follin, Miss Susan	31	B1
LOF	O'Flaherty, Mrs. Lou	18	Fg	SG	Grealy, Mr. Seamus	10	Mg
MD	Devane, Ms. Mary	1	Mg	SM	Moore, Mr. Simon	29	P1
MDN	O'Dubháin, Mr Michéal	5	Mg	TG	Gleeson, Mr. Tim	37	Pg
				TH	Hannon, Mr. Tony	28	Pg

### Ground

B = Brosnan Building	g = Floor
F = Flaherty Building	1 = First Floor
M = Moynihan Building	2 = Second Floor
P = Presidents Building	

### BUILDINGS

- Moynihan Building - Rooms underneath the Study Hall - 3 Storey
- Flaherty Building - Rooms near and around the Assembly Area - Flat Roof
- Brosnan Building - The Old Ivy Building Attached to Presidents Building - 3 Storey
- Presidents Building - The Old Stone Building- 2 Storey

### LABORATORIES

Physics Lab	Room 9	M1	Computer 1	Room 36	P1
Chemistry Lab	Room 17	Fg	Computer 2	Room 39	Bg
Biology Lab	Room 19	B1	Computer 3	Room 40	B2

### SPECIAL ROOMS

Computer Room	Room 36	P1			
Careers Room	Room 37	Pg	Seomra na Gaeilge	Room 40	Fg
Woodwork Room	Room 38	B1	LCA Computer Room	Room 41	Bg
Learning Support Room	Room 23a	Bg (in between Room 24 & 23)			

# SCHOOL CALENDAR 07/08

## FIRST TERM (August—December 2007)

- Wed 29th Aug Staff Day N.B. 8.00 p.m. Meeting with 1<sup>st</sup> Yr. Parents  
Thur 30th Aug 9.00—1.00 p.m.—1<sup>st</sup> Yr. Pupils only  
Fri 31st Aug In-service day for Teachers—Students off  
Mon 3rd Sep Class for 1<sup>st</sup> Yrs. 2<sup>nd</sup> Yrs. & Junior Cert students  
Tue 4th Sep Class for 5th & 6th Year students, L.C.A./L.C.V.P. Yr 1 & 2 students,  
(except for Repeat Leaving Cert students)  
Wed 5th Sep Repeat Leaving Cert Registration, payment of fees, etc. in Study Hall at 9.00 a.m.  
Mon 1st Oct Staff Meeting—school finishes at 2.20 p.m. \* *Refer to Calendar*  
Thur 25th Oct 6th Year — Parent/Teacher Meeting from 4.15 p.m.—6.45 p.m. — school finishes at 3.25 p.m.  
Alternative arrangements need to be made to collect your son/daughter at this time.  
Fri 26th Oct Class ends  
Mon 29th Oct—2nd Nov Mid-term Break  
Mon 5th Nov Class resumes  
Tue 13th Nov 3rd Year — Parent/Teacher Meeting from 4.15 p.m.—6.45 p.m. — school finishes at 3.25 p.m.  
Alternative arrangements need to be made to collect your son/daughter at this time.  
Wed 21st Nov Open Night and Enrolment  
Sat 24th Nov Enrolment Day  
21st Dec Class ends  
24th Dec—4th Jan Christmas Holidays

## SECOND TERM (January—March 2008)

- Mon 7th Jan Class resumes  
Mon 21st Jan 2nd & 5th Year — Parent/Teacher Meeting  
2nd Yrs: 9.30 a.m. — 12.30 p.m. 5th Yrs: 1.30 p.m. — 3.30 p.m.  
Thu 31st Jan Staff Meeting—school finishes at 2.20 p.m. \* *Refer to Calendar*  
Thur 7th Feb 1st Year — Parent/Teacher Meeting from 4.15 p.m.—6.45 p.m. — school finishes at 3.25 p.m.  
Alternative arrangements need to be made to collect your son/daughter at this time.  
Fri 8th Feb Class ends  
11th Feb—15th Feb Mid-term Break  
18th—27th Feb Pre Junior Cert Examinations  
28th Feb—7th Mar Pre Leaving Cert Examinations  
Mon 18th Feb Class resumes  
14th Mar Class ends  
17th—28th Mar Easter Holidays

## THIRD TERM (March—May 2008)

- 31st Mar Class resumes  
Tue 29th Apr Staff Meeting—school finishes at 2.20 p.m. \* *Refer to Calendar*  
Mon 5th May May Bank Holiday — Free day  
30th May Class ends  
Wed 4th Jun First day of State Exams ...

# PARENT/TEACHER MEETINGS

25 <sup>th</sup> Oct., '07	-	6 <sup>th</sup> Yrs.-	4.15 p.m. – 6.45 p.m.
13 <sup>th</sup> Nov., '07	-	3 <sup>rd</sup> Yrs.-	4.15 p.m. – 6.45 p.m.
21 <sup>st</sup> Jan., '08	-	2 <sup>nd</sup> Yrs.	- 9.30 a.m. – 12.30 p.m.
		5 <sup>th</sup> Yrs.	- 1.30 p.m. – 3.30 p.m.
7 <sup>th</sup> Feb., '08	-	1 <sup>st</sup> Yrs.-	4.15 p.m. – 6.45 p.m.

## EMERGENCY CONTACT LIST

<b>Garda</b>	064 31222
<b>Ambulance</b>	999
<b>Fire Brigade</b>	999
<b>Hospital (District)</b>	064 31076
<b>Local G.P.</b>	Dr. Gary Stack 064 34111
<b>South Doc</b> (after 6 p.m. & W/ends)	1850 335 999
<b>Chair'n. of the B. of M.</b>	Sr. Mary McMahon (066 7122128)
<b>School Inspector</b>	Mr. Sean O'Broin (021 4906044)
<b>State Exam. Commission</b>	090 644 2 700
<b>DES – Communications Unit</b>	090 64 74621
<b>NEPS Psychologist</b>	Mr. Sean Nolan (066 7102695)
<b>INTO/ASTI/TUI</b>	01 6719144
<b>Clergy/Pastoral Care</b>	064 31168
<b>Local counselling services</b>	064 36416

## ACADEMIC MATTERS

### Type of School

In Ireland there are a number of different types of second level schools viz. Voluntary Secondary, Community Colleges/Vocational Schools and Community and Comprehensive Schools. St. Brendan's College is a Voluntary Secondary School under the trusteeship of the Bishop of Kerry. The school has a Catholic Ethos but has an open admissions policy.

The school is managed by a board of Management and the national managerial authority for schools such as ours is known as the Joint Managerial Body.

### Enrolment

Enrolment usually takes place in November previous to the September the student will begin his education in St. Brendan's. The Admissions Policy states that St. Brendan's can accommodate 120 pupils in first year. Generally the enrolment is less than this so that all pupils who apply gain places. However sometimes more than 120 apply in which case pupils are accepted according to the criteria set out in the Admissions Policy.

### The Curriculum

St. Brendan's College has a curriculum which provides a broad and balanced education for its students. As well as academic achievement the school considers personal and social development extremely important. St. Brendan's College provides for a wide range of artistic,

cultural, social and sporting activities to develop the talents of all students and to provide them with the confidence to be involved in various activities in later life.

The following activities are currently catered for:-

Athletics	Quizzes	Team Sports	Debating	Chess
Public Speaking	Film Society	Music Club	Golf	Pitch and Putt
Young Scientist Competition		Climbing Wall	Charity Fund Raising	
Table Tennis	Gaelteacht outings	Hospital Visits	Carol Singing	

## Programmes and Subjects

Second level education consists of a three year Junior Certificate cycle followed by a two year senior cycle. The Junior Certificate examination is taken after three years and the Leaving Certificate is taken after two further years. St Brendan's does not have a Transition Year Option but does accept Repeat Leaving Certificate students.

### Junior cycle

First Year subjects: Irish, English, Mathematics, French, German, History, Geography, Science, Business, Technical Graphics, Materials Technology, Music, Religious Studies, Physical Education, Social, Personal and Health Education (SPHE) and Civic, Social and Personal Education (CSPE), Art, Computer Studies – a total of 18 subjects

### Second and Third Year Subjects

For second year students are asked to choose two of the following six subjects: French, German, Technical Graphics, Art, Materials Technology and Music. The rest of their subjects are the same as first year and the subjects chosen in second year are carried on to third year. The Junior Certificate examination is taken at the end of third year.

### Senior Cycle

15 subjects are offered to students in the Senior Cycle. These are:

Irish	Mathematics	History	Business	Tech Drawing
English	Physics	Geography	Accounting	Construction Studies
French	Chemistry	German	Agri. Science	Biology

All students take Irish, English and Mathematics and each student chooses 4 other subjects making a total of 7 subjects.

Some students study other subjects such as Applied Mathematics, Arabic, Italian etc outside of school and these students are facilitated for examinations

## Religion

St. Brendan's College has a Catholic ethos but all students are welcome to enrol. Non-Catholic students are not required to partake in Catholic religious services which are held at certain times in the school year.

The subject Religious Studies is a compulsory subject for all Junior Certificate students. Religious Studies is a general study of religions and is not specifically Catholic.

At Senior Level students study Religious Education and only students who are members of another religious denomination can be exempted from this subject.

## Assessments and Reports

A written report is sent home to parents four times a year viz. end of October, Christmas, Easter and summer. The reports at Christmas and summer contain the marks obtained in a formal examination together with comments by each teacher on the student's behaviour and work level. At October and Easter the mark may be an average of a number of class based examinations, project work or other informal assessment. These reports also have a comment by each teacher on behaviour and work level. Parents are asked to note the trends in these assessments and contact the Year Head if they are concerned. The Year Head also monitors the reports and contacts parents where necessary. (see list of Year Heads on page 5)

## Homework

Homework is an essential element of the learning/teaching process and the school considers doing homework a vitally important aspect of a student's education.

The purpose of giving homework is:-

- (i) to reinforce and consolidate skills and understanding developed at school.
- (ii) to encourage students to study and learn on their own.
- (iii) to involve parents and guardians in the student's learning and to keep them informed of the work student's are doing
- (iv) to encourage lifelong learning.
- (v) to facilitate the potential for academic success and the realization of the potential of each student.

All teachers are expected to give some homework in relation to each lesson given. Students are expected to write down in their homework diaries the homework assigned and complete it to the best of their ability. It should be noted that Homework is not always written and may take different forms such as:

Oral/aural work  
Project work

Study  
Investigations/research

## Amount of time to be spent on homework

The following are guidelines on the recommended times students are to spend on study including breaks.

- First year students are expected to spend 1 to 2 hours per night.
- Second years and Junior Certs are expected 2 to 3 hours per night.
- Senior students should spend up to 3 hours 45 minutes with extra time at the weekend.

## Informing Parents

Teachers monitor students' homework and will inform parents if homework is frequently not done. Informing parents is done as follows:

- a standard letter stating failure to do homework and requiring signature of parents
- a note may be written in the homework diary
- at parent-teacher meetings teachers will give an account of how homework is done
- The Year Head may ask parents to attend a meeting with an individual teacher.

It should be noted that in secondary schools an individual teacher may teach up to 200 students in any one day. Consequently it would be impossible for a teacher to inform a parent every time homework is found not to be done – parents are informed when a student fails to complete homework a number of times.

It is school policy that:

- Punishment lines must never be given as homework.
- Extra homework must not be given as punishment.

Teachers may give students who fail to do homework some form of detention.

## Student Awards

St. Brendan's College encourages all its students to achieve the highest standards in their personal, social, academic and sporting lives.

All of the staff are encouraged to give consistent, immediate and frequent praise and encouragement to individuals or groups when and where deserved.

There is an annual Awards Ceremony when St. Brendan's College formally recognises and celebrates the achievements of its students during the current and previous school years.

The following are the main awards:

### Academic Awards

- The gold medal for Academic Achievement.  
Awarded to the student/students who score the highest number of points on the Leaving certificate of the previous academic year

- The Dr. McCurtain Award – awarded to the student/students who achieve the highest grades in mathematics and science subjects in the Leaving Certificate of the previous academic year
- The Bishop Diarmuid O Suilleabhain Award – awarded to the student/students who achieve the highest grades in Irish in the Leaving Certificate of the previous academic year

### **Leadership Awards**

- The Leadership Award – awarded to the student/students who distinguish himself/herself/themselves as leaders in class and in the school in general over the previous academic year and during his/her/their entire time in school
- Other Leadership Awards – the school and staff may occasionally recognise the outstanding contribution made to the school by current students

### **Sports Awards**

- The Overall Sports Award – awarded to the student/students who have achieved the greatest successes in sport both inside and outside the school during the previous or current academic year and who has contributed most positively to the school.
- Other Sports Awards – awarded to students for outstanding achievements in various sports both inside and outside school during the previous or current academic year. The number of awards may vary from year to year.

### **Tourism Award**

- The Great Southern Award – awarded to the student/students who excel academically and practically and who contribute positively to the Travel and Tourism Awareness Programme during the previous and current academic year.

### **Year Merit Awards**

- Year Merit Awards are awarded to the students currently attending the school for general excellence in their participation in the life of the school

## **Policies**

St. Brendan's had a comprehensive range of policies such as Admissions Policy, Behaviour code, Anti-Bullying Policy, Homework Policy, Textbook Policy, Pastoral Care Policy, Sports Policy etc. The Admissions Policy and Behaviour Code are given to all parents on enrolment and other policies are available on request at the secretary's office. The policies are also available on our website.

# SCHOOL PROCEDURES

## Contacting the school.

Parents wishing to contact St. Brendan's College are welcome to come to the Reception at the secretary's office during opening times.

Parents wishing to meet with the Principal or other teachers should ring for an appointment.

Any queries regarding a student's progress or well-being in school should be addressed to the Year head in the first place. A list of Year Heads is given on page 5.

As Year Heads teach full time it is important to ring for an appointment as they should only be called out of class in an emergency.

## Meetings for Parents

Each year group has one Parent/Teacher meeting in the course of the school year. This is an opportunity for parents to meet all the teachers of their son/daughter. In advance of the meeting parents are given notice of the date and time of meeting and a list of teachers involved. Meetings take place in the school canteen where all teachers will be seated. Parents (with their son/daughter if desired) can then meet the teachers individually.

A meeting for the parents of first year is held at the end of August each year especially for the parents of first Years just about to begin school in St. Brendan's

Meetings for parents regarding subject choices for first years going into second year and third years going into fifth year are held during the school year. Parents are notified by post.

An information meeting is held in January of each year by the Career Guidance teacher, Mr Tim Gleeson, for parents of students who are completing their CAO form.

## Assignment of pupils to classes

### First Year

Usually there are four first year groups in St. Brendan's with between 25 and 30 students per class group. The classes are formed in a random way, are of mixed ability and are not streamed in any way.

Science, Materials Technology and Technical Graphics class groups have a maximum of 24 students per class group.

All students in first year study the same subjects and cannot opt out of any subject unless for example they have an exemption in Irish. In all they study a total of 17 subjects. The large number of subjects gives all students an experience of as many subjects as possible before

they are asked to choose a narrower range in second year and a narrower range again (total of 7 subjects) for 5<sup>th</sup> year and Leaving Certificate.

An information meeting on subject choices for first years going in to second year is held before the summer exams.

If a parent wishes their son to be in the same class as another student or students their request will be accommodated so long as the request is made before the class list is drawn up. Once the class group is formed request for a change can only be entertained in very exceptional circumstances.

All First Year classes take a common examination at the end of first year.

## Second year

Classes are rearranged at the end of First Year and in second year a student may be with a different group and will generally have some different teachers.

Students will study less subjects in second year. This is on account of the fact that they are asked to choose two subjects out of the six following subjects:

French, German, Art, Materials Technology, Technical Graphics and Music.

In the subjects Mathematics, English and Irish the class groups are formed by setting. This means the four second year class groups are timetabled to run concurrently allowing for the formation of Higher Level and Ordinary Level class groupings.

### Mathematics.

Usually two higher level class groups and two ordinary level class groups are formed.

The criterion used to form the classes is the common examination taken by all the first years at the end of the year. The results are ranked in order and all those above the higher level cut off point are encouraged to do higher level.

The higher level groups are of maximum size to give as many students as possible the opportunity to do higher level. The ordinary level classes are smaller (about 15 students) which allows for more individual attention. Students may move from higher level to ordinary level and vice versa according to their ability. They may move only with permission of their parents and teachers. A special form requiring the signature of parents and teachers must be completed before changing from one class to another. In order to keep disruptions to the students' learning to a minimum students may only change class at the end of a term or half term.

### English

#### Policy for 2<sup>nd</sup> Year Levels selection

Teachers in 1<sup>st</sup> year are expected to follow a common course in language and literature. At the end of 1<sup>st</sup> year all students are tested by means of a common test. Based on the results of

this test, in addition to the ongoing assessment which takes place throughout their 1<sup>st</sup> year, students at the beginning of 2<sup>nd</sup> year are placed in classes which offer higher and ordinary level programmes. In most cases students are encouraged to follow the higher level programme. Classes at all levels in 2<sup>nd</sup> year English tend to be composed of mixed ability students.

## Irish

All First year students study the same course in Irish in mixed ability classes. Ideally we seek to inspire a love and interest in the student for this most important part of his heritage.

We seek to increase fluency in the spoken language – Beatha teanga í a labhairt! We gradually introduce the student to the text book which is very basic. It involves family, age, home, surrounding district, shops, working places, jobs, school subjects, likes, dislikes, weather, holidays, feast days, pastimes ...

Reading comprehension, writing and aural exercises are introduced.

The Summer exam is based on the year's work. Second year classes are divided into higher and ordinary levels on the basis of the results of the Summer tests. Any student who scores a minimum of 50% may attempt higher level.

Mar fhocal scoir, we highly recommend Summer courses in Gaeilge. An ideal time to do one is before coming into the Secondary school or at the end of First year.

An Ghaeilge abú!

## Third Year.

The class groups formed in second year remain the same in third year with the same teachers.

## Fifth Year

At the end of the Junior Certificate year students must decide what subjects they will study for their Leaving Certificate/Senior Cycle. All students study the Core subjects Irish, English and Maths and then they choose four other subjects from the wide range of senior cycle subjects listed on page 11 above. Students are encouraged to give careful consideration to their choice of subjects for Leaving Certificate as they are planning to some extent the course of study/career they will pursue after secondary school. They will have received much help and advice from the Career Guidance Teacher, Mr Tim Gleeson, and an information meeting will also be held for parents at the end of third year.

The range of subjects available in fifth year is broad and the vast majority of students are able to choose the subjects that suit them. Separate Higher and Ordinary level classes are formed in Irish, English, Maths and maybe some other subjects. Classes in other subjects are of mixed ability.

## Leaving Certificate

Students in Leaving Certificate take the same subjects as in fifth year.

## Classrooms

In St Brendan's each teacher has her/his own classroom and the students move from room to room according to the subject. This involves up to nine changes of room each day for the students. This is a change from what they are used to in Primary school but we find students get used to the idea quickly and like the opportunity of moving about frequently during the day. It is important that students take what books they need with them from room to room. In order to lessen the amount they have to carry they should plan each day what books they need etc. Lockers are provided in school for this purpose.

A plan of the school buildings which includes the number of the rooms and the names of the teachers who use them is given to all students.

## Rolls

Rolls are taken using a swipe card system. Each student has a card with his photograph, name, date of birth and school identity number. On coming to school each day in order to record his attendance this card must be passed through one of the machines in the GP area. The card must be passed through the machine again to record afternoon attendance.

If a student has forgotten his card he may manually key in the id number. However keying-in the number manually is slower and leads to errors. It is easy to key a wrong digit which leads to the student being recorded as absent.

Once the card is passed through the machine the student's attendance is recorded on computer including the time. The student's attendance record can be accessed from the computer at any time and such records are included in end of term reports.

In addition to computer records the first teacher the student has each morning also takes a roll and this is cross-checked with the computer records. The roll taken during the first class after lunch is also cross-checked with the afternoon computer records.

Each teacher takes a roll for each class they have during the day. Spot checks on attendance are regularly carried out at other times.

Every effort is made by the school to ensure that all students are accounted for at all times. It is regarded as a very serious offence for a student to absent himself from school without permission. Parents will be informed immediately if students are absent without permission.

## Absence from school.

Under the Education Welfare Act (2000), it is the responsibility of parents of school-going children to ensure their children attend school every day unless there is good reason for absence. Parents are also required to let the school know if and why a student is absent.

If a student is absent from school he is obliged to bring a note of explanation on his return and give it to his class teacher. These notes are filed and available to the Educational Welfare Board. If a pupil misses more than 20 days in a school year, the school is obliged to contact the National Education Welfare Board. The National Education Welfare Board may be contacted at 1890 363666.

If a student wishes to leave school before closing time or for a brief period during school time a written note is also required and should be signed by either the Class Teacher, the Year head, the Deputy or the Principal. The student is then required to sign out in the book kept in the secretary's office giving the name of the person from whom he has got permission.

If a student wishes to leave school before closing time and does not have or has forgotten a note he may go to his Year Head, the Deputy Principal or the Principal who will make contact with his parents. A student may not leave the school unless he has the permission of either his Year Head, Deputy Principal or Principal

## DISCIPLINARY PROCEDURES.

A high standard of behaviour based on respect for everybody is expected at all times from students. All students on entering St. Brendan's have agreed to be bound by the code of behaviour of the school. A copy of the code of behaviour is given to all students and a summary of the main point affecting students is in the school diary.

The basic classroom rules are displayed in every classroom and explained to all students by their teachers. These are:

Students must

- be on time and fully prepared for class
- not disrupt teaching or talk out of turn
- pay attention in class and participate in the lesson
- show respect
- not eat or drink in class
- have phones, mp3 players Discmans etc. powered off
- sit in their assigned seat.

Teachers commend and reinforce good behaviour. However persistent breach of the behaviour code incurs sanctions.

## Sanctions

Teachers will reprimand a student who infringes the school rules. The rule and his/her infringement will be explained and the student reasoned with.

Failure to comply after warnings will merit a written disciplinary memo – commonly called “yellow cards”. Yellow cards are given for such infringements as “talking out of turn”, disrupting teaching, inattentiveness etc. A yellow card means the student has repeatedly (over days or weeks) failed to comply with the school behaviour code.

Yellow cards are passed on to the Year head by the individual teacher. The Year Head records the cards in the student’s school record.

Red Cards are issued to students for serious offences. Some examples are: assaulting another student, use of inappropriate language in class, persistent refusal to comply with directions. Red cards are also passed to the Year Head who enters them on the student’s school record.

## Year Heads Meeting

Each week the Principal, Deputy Principal and the Year Heads meet to review the disciplinary memos written by teachers. At this meeting decisions to contact parents concerning behaviour or on various forms of sanctions are taken.

## Informing parents

If a student has a number of breaches of the behaviour code in the form of Red Cards or Yellow Cards his/her parents will be informed by the Year head and invited to discuss the situation. At such meetings the school considers it best for everybody if both parents and the student attend with the Year Head and either the principal or Deputy Principal. It is school policy to inform parents as soon as possible if there is a problem with discipline.

## Students on Report

Students who repeatedly refuse to comply with the behaviour code may be put “on report”. This means they are issued with a report card each morning when they come to school. The card has a space for each teacher the student has that day to comment on his behaviour and homework. He then takes the card home to be signed by parents and returns it to his Year Head and collects the next card. It is the responsibility of the student to collect his card each day and return it the next day.

## The School Disciplinary Committee

If disciplinary problems persist the student may be called before the school Disciplinary Committee to be officially warned that his behaviour is not satisfactory and unless a change is effected more severe sanctions may have to be imposed such as suspension.

Parents will receive a letter advising them that the Year Head is considering calling the student before the School disciplinary Committee.

Parents will receive another letter informing them the student is being called before the School Disciplinary committee. The letter will include the date of the meeting and they are welcome to attend if they wish.

## Suspension

If repeated sanctions fail to bring about a change in behaviour which is disruptive to the teaching process the Principal may suspend a student from school. Parents will be invited to discuss the situation and will be given a formal letter of suspension.

## Student Council

St. Brendan's College has a student's council consisting of students elected from selected year groups. The Coordinator of the Student Council is Mr. Tim Gleeson, the Guidance Teacher of the school. The Student's Council provides a forum through which the students of the school can play a full part in the development of a partnership approach to school life and issues. The current members of the Student's Council are listed at the beginning of this information book.

## Parents' Council

St. Brendan's has an active Parent's Council. The Parents' Council aims to promote the educational development of the students and to assist with various school activities. The Council meets monthly and its Annual General Meeting is held each year during the September/October term.

## Bullying

Bullying is a serious problem and is not treated lightly and all cases which come the school's attention will be addressed.

Bullying behaviour can be physical, emotional or verbal and can be carried on by using text messages or over the internet. If a parent suspects their child is being bullied they should come and talk to the school authorities. Investigations will be conducted in as discrete a way as possible according to our Anti-Bullying Policy. The Anti-Bullying is available on request.

## SCHOOL FACILITIES

### After school study

Supervised study, after school hours, is provided from Monday to Friday during school term time. The study sessions are as follows:

Session 1	4.00 p.m. – 5.50 p.m.
Session 2	6.00 p.m. – 9.00 p.m.

Students may use the study facilities in any combination of sessions. A record of attendance is kept and this record and any other relevant information is sent home to parents monthly.

The fees for the current year are

Mr Seamus Grealy is in charge of study and any enquiries should be directed to Mr Grealy.

## Canteen Facilities

The Canteen opens at 8 a.m. in the morning for breakfast. Students can get tea, toast, cereal, fruit juices, etc until 8.55 am when the canteen closes for the beginning of class at 9 am.

## Morning Break

For the morning break St. Brendan's operates three tuck shops with the help of quite a number of the students without whom the shops could not be run.

The tuck shops sell sandwiches, drinks bars etc. and are located in as follows:

The Canteen – for senior students only

The General Purpose Area (GP) – for second years and third years

The Study Hall – for first Year student only.

The students are required to only go the shop designated to their year group. First years are on their own in the Study Hall to help them get to know each other. Senior Mentors are there to help them with any “settling in” problems they might be having in school.

It is school policy to provide as healthy a diet as possible. It is for this reason that water, fruit juices and milk products are sold and no fizzy drinks are stocked. Crisps or sweets rich in sugar are not stocked but bars which have good nutritional value are sold.

## Lunch Time

Lunch break is from 1.00 p.m. to 1.40. p.m. Hot lunches, soup, sandwiches and drinks are served in the Canteen at lunch time. The food available is varied from burgers and chips to shepherd's pie, lasagne, pasta etc. Every effort is made to keep the food on offer healthy as well as attractive to the students.

First Year students are not allowed leave the school grounds during lunch but all other Year Groups are.

Football, table tennis, handball, computer room and other activities are provided during lunch time.

## Lockers

It is important that students take care of their belongings and not leave anything valuable like money or phones etc lying about. Lockers are available to all students. They are encouraged to keep their books, sports gear etc in the lockers when not in use. There is a charge per year for renting the lockers. Students are also given a lock and key. The locker and lock and key remain the property of the school at all times. Some students may have to share the use of a large locker with one other student. **Mrs Mary O'Donoghue (Room 13) is in charge of lockers and allocation of same.**

Any questions regarding lockers should be addressed to Mrs. O'Donoghue.

In the interests of security and to prevent disruption of classes, students are not allowed to go to the lockers during class time. They must go to lockers before school, during breaks or after school. The locker rooms are locked during class times.

## Toilets

There are three main toilet facilities in St. Brendan's for use by the students. They are located as follows:

- The Brosnan Building – for senior students only
- The Flaherty Building – for second and third years only
- The Moynihan Building – for first years only.

Students should only use the toilets assigned to their year group. Students who wish to use the toilet during class should ask the teacher for a pass card which indicates that he has permission to be out of the classroom. They should not go to the toilets between classes but go to the classroom first and get a pass card.

## MONEY MATTERS

### Uniform

St. Brendan's College uniform consists of:

- Blue shirt (+ spare ) and special tie
- Navy jumper with College crest (light weight and heavy weight jumpers are available)
- Parents may decide to have hand-knit jumpers – these must have the College crest which is available from our suppliers
- Dark grey trousers
- Black shoes or boots
- A pair of sports shoes for the Gym
- A gym outfit for P.E. in the College Gymnasium

Please note Runners or Sports shoes will not be acceptable for everyday wear.

The school uniform is available from:

Lynes,  
69, High Street,  
Killarney. Tel: 064 31146

Pat Quill,  
The Workshop Clothing Co,  
3 & 4 New Market Lane. High St,  
Killarney. Tel: 35532

### School Text Books

All subjects require school text books. Teachers of a subject agree on the text book to be used in a given year group. In order to reduce costs all classes in a year group have the same text book and the text books are not changed unless it is necessary e.g. an updating of syllabus etc.

Each year a book list for the following year is sent out with the summer report. This gives parents and pupils time to get books second-hand. All students are expected to have all books by the start of the new term.

Students entering first year are given the booklist during the summer.

A book grant scheme exists to provide help in the purchase of books for students from families where there is genuine hardship. Mr Pat Lucid administers the book scheme.

## Book Grant

The Department of Education and Science has in place a scheme to provide grants towards the cost of school text books. A pupil from a family where there is genuine hardship because of unemployment, prolonged illness, large family size with inadequate means, single parenthood family or other family circumstance that would indicate a similar degree of financial hardship is eligible. Parents who think they might be eligible should apply to the school and when all applications are received the grant is distributed as equitably as possible. Mr Pat Lucid administers the book grant scheme and applications should be addressed to him.

The school does not operate a book loan or rental scheme.

## Fees

The school charges an administration fee which covers the cost of photocopying, paper for examinations and reports, postage and insurance etc. Parents will be informed of the fee at the beginning of the first term.

### Examination Fees

Fees payable to the Department of Education and Science in 2007 are:

Leaving Certificate, LCA and LCVP:	€96
Junior Certificate:	€91
Repeat Leaving Certificate:	€251

The school organises Pre-Leaving Cert. and Pre-Junior Cert examinations (mocks). There is a fee for these examinations.

## Transport

Students who reside over 5k (approx) from the school are entitled to travel on the school busses. Transport application forms are available on enrolment day or at the secretary's office at any time.